FINANCIAL REGULATIONS AND INSTRUCTIONS

FOR THE

CANADIAN

ACTIVE SERVICE FORCE

CANADA

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for the

CANADIAN ACTIVE SERVICE FORCE

(CANADA)

Reprint of Financial Regulations and Instructions for the Canadian Active Service Force (Canada) with Amendments to No. 114 (General Order No. 225/1944)

(Includes (with amendments 115 - 150 (Jan. 1946) inserted)

OTTAWA
EDMOND CLOUTIER
PRINTER TO THE KING'S MOST EXCELLENT MAJESTY
1944 [-46]

8M—5-44 (4487)
H.Q. 54-27-5-4

RECORD OF AMENDMENTS

Amendment Number	General Order	Routine Order	Entered	Amendment Number	General Order	Routine Order	Entered
115	266/44	4554		143	273/45	5968	
116	339/44	4738		144	307/45	6056	
117	359/44	4790		145	341/45	6110	
118	398/44	4861		146	342/45	6123	
119	423/44	4923		147	350/45	6135	
120	434/44	4939		148	361/45	6152	
121	450/44	4975		149	375/45	6194	
122	458/44	4998		150	381/45	6217	
123	467/44	5020		151	33/46	6386	
124	482/44	5049		152	48/46	6434	
125	489/44	5063		153	84/46	6496	
126	498/44	5082		154	88/46	6507	
127	531/44	5182		155	91/46	6523	
128	539/44	5194		156	123/46	6602	
129	555/44	5237		157	137/46	6613	
130	8/45	5268		158	155/46	6669	
131	28/45	5328					
132	41/45	5378					
133	81/45	5484					
134	89/45	5500					
135	117/45	5579					
136	125/45	5598					
137	169/45	5699					
138	181/45	5729					
139	198/45	5778					
140	210/45	5813					
141	255/45	5928					
142	262/45	5960					

OTTAWA, 20th July, 1946.

AT THE GOVERNMENT HOUSE AT OTTAWA

THURSDAY, the 31st August, 1939.

PRESENT

His Excellency the Governor General in Council, on the recommendation of the Minister of National Defence, is pleased to approve and doth hereby approve the attached "Financial Regulations and Instructions for the Canadian Active Service Force (Canada)" in respect of:—

(*a*) Those parts of the Active Militia, and Officers and men of the Militia, called out by the Minister of National Defence for any purpose coming within the provisions of Section 63 of the Militia Act in pursuance of a regulation made by Order-in-Council of the 26th day of August, 1939, P.C. 2396, and

(*b*) The Canadian Active Service Force should the same be authorized, and

(*c*) Those parts of the Militia which from time to time are placed in active service by His Excellency in Council under the provisions of Section 64 of the Militia Act.

It is hereby further ordered that these Financial Regulations and Instructions for the Canadian Active Service Force (Canada), shall have force and effect from the 26th day of August, 1939.

(Sgd.) H. W. LOTHROP,
Asst. Clerk of the Privy Council.

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PART I

1. Definitions of terms used in these regulations:—

(*a*) *"Force"* means the Canadian Active Service Force, or any portion thereof, and includes all Units and personnel of the Active Militia placed on active service under Section 64 of the Militia Act and those called out under the Militia Act on Active Service, in aid of the Civil Power and all parts of the Militia, and officers and men thereof, called out by the Minister of National Defence for any purpose coming within the provisions of Section 63 of the Militia Act in pursuance of a regulation in that behalf made by the Governor in Council by P.C. 2396 of August 26, 1939.

(*b*) *"Minister"* means the Honourable the Minister of National Defence.

(*c*) *"Headquarters"* means National Defence Headquarters, Ottawa.

(*d*) *"District Paymaster"* means the Paymaster of a Military District.

(*e*) *"Paymaster"* means an officer appointed to any unit or units of the Force for the purpose of paying the personnel of the unit or units to which he has been detailed.

(*f*) *"Accountant Officers"* include District Paymasters, Paymasters, and other officers responsible for disbursement of public funds.

(*g*) *"Soldier"* includes warrant officer and non-commissioned officer, as well as private soldier, vide Army Act, section 190, subsection 6, and unless otherwise provided in these regulations, includes also a volunteer of the Canadian Women's Army Corps. G.O. 318 / 1943

(*h*) *"Men"* includes all ranks, except officers, unless the context clearly shows that warrant and non-commissioned officers are excluded.

(*i*) *"Unit"* includes headquarters of formations, regiments, battalions, hospitals, etc., but does not usually refer to a squadron, battery, company or detachment which forms part of a larger formation of the same nature.

(*j*) *"Company, etc."* means squadron, battery, troop or company.

(*k*) *"Suspension from duty"* includes both open and close arrest.

(*l*) *"Volunteer"*—a collective term embracing all ranks, other than officers, in the Canadian Women's Army Corps. It has the same meaning as the term "Soldier" as defined in paragraph (*g*) hereof. G.O. 318 / 1943

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PART II

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PART II

PAY SERVICES—GENERAL ORGANIZATION

Administration

4. (1) The Paymaster-General is responsible for the administration of the pay services of the Canadian Active Service Force and the distribution of personnel required therefor.

(2) He is charged also (subject to any variations or alterations that may be made from time to time) with the following duties and such other additional duties as may be assigned to him by the adjutant-general:

(*a*) Financial consideration of proposals affecting personnel of the Canadian Active Service Force.

(*b*) Advice to other branches of the department on matters affecting pay and allowances.

(*c*) Questions regarding pay and money allowances of the Canadian Active Service Force, and decisions as to the proper rates under the regulations.

(*d*) Any proposals for amendments to pay and allowances.

(*e*) Compilation of financial regulations and amendments thereto.

Duties—District Paymasters

5. (1) A district paymaster will be responsible, through the district officer commanding, to the Paymaster-General, for the proper performance of the duties with which he is charged under these instructions or under existing regulations or other instructions as may be promulgated hereafter. He will arrange for the accounts of paymasters of units in his district to be inspected periodically, either by himself or by a competent representative from his office, and after the close of each month a report as to the result of such inspection will be forwarded to the Paymaster-General.

(2) In carrying out the inspections referred to above, steps will invariably be taken to verify the "Cash on Hand" or "Balance in Bank," as the case may be.

Muster Parades

6. (1) A parade for the purpose of mustering all ranks in a unit is to be held once a month at such time as may be arranged with the officer commanding or with the officer commanding troops.

(2) At this muster the paymaster, or other officer detailed for the purpose, is to call over carefully the nominal roll of the unit, check those present, and ensure that any not present are properly accounted for, noting against each absentee the cause of absence or any other particulars.

(3) Before the muster, the paymaster will obtain from the orderly room a list of men absent with or without leave, in hospital, or on detached duty, and, from the medical officer, a list of men excused

from parade on account of sickness. In the case of any men not being properly accounted for, they will be noted as absent without leave and the usual action taken, through orders, to ensure that no further pay is issued until they have been properly dealt with. These musters can, if necessary, be held by the paymaster, but it is intended that they should be held by an officer not connected with the unit, detailed by district headquarters for the purpose. In addition to the action to be taken by the paymaster at such musters, he will take similar action on pay days, if any men are not properly accounted for when pay is issued.

(4) For the purpose of this Article, a pay parade may be combined with a muster parade. (Effective 1st February, 1941.)

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PART III

GENERAL INSTRUCTIONS GOVERNING ACCOUNTANT OFFICERS

(Articles 10-20)

PART III

GENERAL INSTRUCTIONS GOVERNING ACCOUNTANT OFFICERS

Duties Generally

10. Accountant officers will be required to receive, disburse and account for public funds entrusted to their charge.

Issue of Pay

11. All payments to officers and men must be accounted for on pay-lists or acquittance rolls and must not be in excess of the amount due to date of issue.

Claims for Services

12. Claims for supplies and services will be dealt with in accordance with the procedure followed in peace time, or as may be otherwise directed in separate instructions.

Emoluments—Overpayment of

13. (1) It is the duty of officers and men to make themselves thoroughly acquainted with the rates and conditions of all their emoluments, and, if they accept payment in excess of those due to them, it is their duty to draw attention to the overpayment. They must clearly understand that if such excess payments are retained, they must be refunded.

(2) When, owing to an error or delay in the publication of orders, an officer or a soldier is given a higher rank or grading than was intended, or when an overissue of cash has been made due to delay in publication of orders, or when he has been overpaid in error by a Paymaster or officer acting as such, the amount of overpayment caused thereby may be recovered monthly through the pay account of the officer or soldier in monthly amounts, but not less than the monthly rate at which the overpayment was made, provided that the recovery of the total amount of the overpayment shall not be extended beyond a period of six months. (Effective 1st June, 1941.)

(3) Applications from and on behalf of officers and soldiers to whom emoluments have been issued in excess of those properly due to them, to be allowed to retain the excess by reason of the hardship which would result from having to refund the amount, will not be entertained.

Liability for Improper Payments

14. Accountant officers will be personally liable for any payment made contrary to regulations or authority, or through errors by themselves or their subordinates, and they will be required to seek recovery of the amount of such overpayments from the payee.

Losses of Public Money

15. (1) Whenever practicable, a court of inquiry will be assembled in every case of loss of public funds. Failing this, the officer commanding the unit concerned, or senior officer present, will, as soon as circumstances permit, furnish a report of the loss, which, in the case of an officer who is reported killed or missing, should include all available evidence as to his having the cash on his person at the time of the casualty, together with an explanation as to the reason why this was necessary.

(2) The officer discovering such loss is to immediately report the case to the commanding officer of the unit concerned, and to the district paymaster. The latter will at once make a report to the district officer commanding, who will convene a court of inquiry without delay, and the proceedings of such court will be forwarded to headquarters.

(3) Pending decision on the court of inquiry, the district officer commanding is responsible for taking such action as may be necessary to safeguard the public interest.

Interpretation regarding Pay and Allowances

16. Any questions concerning the interpretation of regulations or rates of pay and allowances of officers and men, which cannot satisfactorily be disposed of by district paymasters, will be referred to the Paymaster-General for decision. If necessary, the matter will be referred to higher authority for direction.

Responsibility for Duties

17. Accountant officers will be held responsible that all work is kept strictly up to date and that all accounts are properly checked and payments made, and all necessary returns submitted regularly. They will have their books and records ready at all times for inspection.

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PART IV

INSTRUCTIONS REGARDING PAYMASTERS

(Articles 21-32)

PART IV

INSTRUCTIONS REGARDING PAYMASTERS

Appointments

21. Officers appointed as paymasters will be under the general control and direction of the Paymaster-General, as regards their departmental duties, but this does not relieve the commanding officer of his responsibility that the paymaster performs his duties in a proper manner. Paymasters are not to be detailed for other duties or removed from their appointments without the sanction of the district officer commanding or senior officer of troops having first been obtained, under the provisions of Articles 15 and 24.

Restriction as to the use of Public Money

22. Paymasters shall not directly or indirectly derive any pecuniary advantage from their position beyond the authorized pay and allowances of their rank or appointment. They are not to apply public money to any service not authorized by the regulations, or other recognized authority, and they are not to lend or exchange any sum for which they are accountable.

Disqualification owing to pecuniary difficulties

23. Should a paymaster at any time be involved in pecuniary difficulties, he may be suspended from duty, either by his commanding officer or on representation to headquarters through the Paymaster-General.

Unfitness for Duty

24. Should any other circumstances affecting the probity or fitness of a paymaster, or other officer in charge of public funds, come to the notice of a district paymaster, it will be the duty of the latter to make inquiries and, if necessary, to report particulars of the case to the district officer commanding or senior officer of troops, who will take such action as he considers desirable, suspending the officer from duty, if necessary, and informing the Paymaster-General.

Transfer of Duties

25. If a paymaster dies, becomes incapacitated or is relieved from his appointment for any cause whatever, the district paymaster will attend to witness the transfer of the paymaster's accounts and cash to the officer taking over the duties of paymaster, and these officers will sign a certificate stating what accounts have been transferred to the incoming paymaster, whether they are in a satisfactory condition, and also as to the amount of cash transferred and whether the same agrees with the balance in the cash book. If possible, this certificate is also to be signed by the outgoing paymaster. When the certificate is complete, it is to be forwarded by the district paymaster, together with copy of cash account up to date of transfer, to the district treasury officer concerned.

Knowledge of Regulations

26. (1) Paymasters and other officers entrusted with public funds must make themselves thoroughly acquainted with these regulations and instructions and with any other instructions which may be issued from time to time in regard to their duties.

(2) Advice or assistance in regard to pay and allowances can be obtained at all times from the Paymaster-General or his representative serving with different formations; consequently ignorance of regulations will not be accepted in any case as an excuse.

Cash Book and Accounts

27. (1) A paymaster is to keep in his cash book, Militia Book No. 4, a daily record of his cash receipts and payments. All public funds received by him are to be duly accounted for therein, and each receipt or payment must be entered at the time it occurs. As regards advances of pay made on acquittance rolls, it will be sufficient to enter in the cash book the total amount of the acquittance rolls paid on any one day, e.g. Acquittance Rolls Nos. 1 to 6. A paymaster is to balance his cash each day.

(2) When a bank account is opened, one column is to be headed "Cash" and the other "Bank" and entries made in appropriate column, so that at any time the actual balance of cash on hand and the total amount in the bank can be ascertained.

Cash Book to be Balanced Monthly

28. The cash book is to be balanced monthly and a statement in duplicate of receipts and expenditures compiled on the form provided (M.F.D. 928). One copy is to be forwarded to the District Paymaster for transmission to the District Treasury Officer. The remaining copy is to be included with the monthly paylist as a supporting document.

(Effective 1st May, 1940.)

Correspondence

29. Paymasters may correspond, in matters pertaining to pay, allowances, accounts, and financial matters generally, direct with the district paymaster, and, when necessary, the latter will transmit the same, with any necessary remarks, to the Paymaster-General.

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PART V

FINANCIAL INSTRUCTIONS FOR UNITS

(Articles 33-69)

PART V

FINANCIAL INSTRUCTIONS FOR UNITS

33. (1) Immediately authority has been given for a unit to be mobilized, in the case of units authorized to be provided with a paymaster, the district paymaster will instruct such officer as to his duties. Care is to be taken that the paymaster is made fully acquainted with all the regulations with which he is concerned, and that he thoroughly understands the system to be followed, so that all accounting arrangements may be carried out efficiently from the start.

(2) If considered necessary by the Paymaster-General, a number of desirable candidates for the appointment of paymaster will be attached on probation to the district paymaster's office, so that when any units are raised there will be a suitable officer available for appointment.

Units not allowed Paymasters

34. In the case of units for which paymasters are not authorized, the district paymaster will arrange to instruct the officer commanding the unit and his clerk in the system to be followed, and will ensure that the accounting duties are commenced in accordance with the governing instructions.

Responsibility of Paymasters

35. (1) Officers in charge of public funds are to be guided generally by Financial Regulations and must conform to the same, and to such other directions as they may receive from time to time from responsible authority.

(2) As regards discipline and good order generally, paymasters are under the orders of their commanding officers, the same as any other officers belonging to, or attached to, the unit, and the commanding officer is responsible that the paymaster performs his duties in a proper and efficient manner.

First Steps to be taken by Paymasters

36. The paymaster must obtain immediately from the district paymaster the following books:—

(*a*) Financial Regulations, C.A.S.F.
(*b*) Copies of any circular letters relative to administration and finance, C.A.S.F. units, which are in effect.
(*c*) Field Service Regulations, Vol. I.
(*d*) War Establishment of his unit.
(*e*) Any necessary printed forms and books.
(*f*) Supply of Stationery.

37. In cases in which it is necessary, the paymaster will select a man with good clerical ability and knowledge of accounting for the appointment of pay sergeant. He will be appointed provisionally, and will not be confirmed until he has proved himself satisfactory.

Paylists

38. (1) As soon as possible, a paylist (M.F.M.13) must be commenced, but before an officer or man can be taken on the paylist, proper authority must be received by the paymaster for that purpose. In the case of those already serving, the dates on which they report for duty will be promulgated in Part II Orders.

(2) In the case of new appointments of officers, such appointments must be approved by headquarters and be published in district or camp orders, quoting the H.Q. authority. Paymasters are not to place such officers on the paylist, or issue pay, without such authority. The commanding officer's authority is not sufficient in such cases.

(3) The names of newly enlisted men must be published in Part II Orders, showing dates from which they are taken on the strength.

(4) Paymasters are forbidden to place the name of any officer or soldier on the paylist until he has been taken on the strength for pay purposes as set out in this article.

39.

Appointments—Officers

40. Appointments of officers have to be approved by headquarters. Pay will not be granted for any ranks higher than those provided for in establishment, or for any appointment or rank in excess of those so provided for.

Appointments, etc.—Warrant and Non-Commissioned Officers

41. (1) Appointments and promotions of warrant officers, class II, and non-commissioned officers are within the powers of the commanding officer, but these must not exceed the numbers allowed by establishment. When appointment or promotion is provisional, under the provisions of the Regulations for Mobilization, pay and allowances will be allowed for the rank granted provisionally on promotion. G.O. 450 / 1944

(2) On appointment or promotion the higher rate of pay will commence on the date thereof.

(3) On reduction the lower rate of pay will commence on the day following such reduction.

Compilation of Paylists

42. (1) The paymaster, with the assistance of a pay sergeant, will be responsible for the correct compilation and completion of the monthly paylists of the unit and he will personally pay the officers and men.

(2) In units not allowed a paymaster, the officer commanding will be responsible for the performance of the duties of that appointment.

(3) Paylists are to be made out in duplicate, the original copy to be forwarded to the district paymaster not later than seven days after the end of the month, and the duplicate copy, used as a working copy, will be retained by the paymaster for reference. The entries in the original

copies of the paylists will be checked as far as possible in the office of the district paymaster, taking into consideration the entries in Part II Orders and other supporting vouchers, and also the establishment of the unit. Extensions, additions, etc., will also be checked. Any errors which come to light will be dealt with by observations in the usual manner. When this has been done, the paylists will be forwarded, as early as possible, to the district treasury officer for further action.

(4) The names will be inserted in the following order, with a separate paylist for each company, etc.:

(*a*) Officers;

(*b*) Warrant officers;

(*c*) Non-commissioned officers, according to rank;

(*d*) Privates, etc., in alphabetical order, surname first and initials after. Correct regimental numbers must be inserted.

(5) During organization, and before appointments of provisional warrant and non-commissioned officers have been completed, it will be difficult to follow the above order of names, but, as far as possible, it should be adhered to, and until the formation of companies, etc., one paylist for the whole unit will suffice. Names of men enlisted during the month will be added from time to time at the end of the paylist, according to date of enlistment, and then placed in proper alphabetical order in the following month's paylist.

Daily Orders, Part II

43. (1) Daily Orders, Part II, are the foundation for the preparation of paylists, as all changes which affect an officer's or soldier's pay must be published in them.

The following casualties which affect pay must be published in Part II Orders:—

(*a*) Strength—

(i) Enlistments, date attested and regimental number allotted to man. If he is married a notation to that effect should be included in the entry.

(ii) Men transferred from other units—Particulars of dates taken on and former units;

(iii) Men transferred to other units—Particulars of dates taken off and units to which transferred; G.O. 216 / 1939

(iv) Personnel proceeding "On Command" and returning therefrom;

(v) Men discharged—Dates struck off and reason for discharge, including deserters, etc., who are struck off by court of inquiry;

(vi) Deaths—Date of.

(vii) Personnel absent without leave (to be reported upon the date on which the absence actually occurs and again upon the eighth and twenty-first day of absence respectively).

(*b*) Appointments.

(*c*) Promotions.

(*d*) Reduction in rank or men reverting to a lower rank at their own request.

(*e*) Punishments—Nature and date of offence, and punishment awarded. In cases of absence without leave, the hour when absence commences, as well as the date, must be given. The forfeiture of pay which necessarily follows absence of six hours or over must be given separately to the punishment awarded. If absence is under six hours and a man thereby fails to perform military duty, it is necessary to give the reason for forfeiture of one day's pay, e.g. "Missed a military duty."

(*f*) Drunkenness—Fine, according to scale laid down. Amount must be stated in words.

(*g*) Hospital—Date admitted to hospital and date of discharge must be given. If forfeiture of pay is involved, this must be stated.

(*h*) Leave—If granted leave for more than one day.

(*i*) Losses of public stores—When ordered to be charged against a man.

(*j*) Allowances—Type of, rate, date of commencement and date of termination.

(*k*) Tradesmen's Pay and Extra Pay—Group, type of, rate, date of commencement and date of termination. G.O. 28 / 1940

(*l*) Granting of Permission to marry and date of marriage.

(2) As all charges on the paylist must be supported by Part II Daily Orders, and the paymaster has no authority to pay men, or deduct pay, etc., without such authority, he must take steps to ensure that he receives from the orderly room two copies of Part II Orders every day such orders are published, and that all such orders are posted in the paylists immediately, with necessary notation in the "Remarks" column, and also on the index card (M.F.M. 14) for the individual concerned. In case any order is published or punishment awarded, which does not appear to be in accordance with K.R. Can., or the Army Act, or other regulations, it is the duty of the paymaster to represent the matter to the commanding officer, and to obtain his decision on the case. G.O. 89 / 1940

(3) Should it come to the attention of the paymaster that casualties in connection with the unit are not being published promptly in orders, he will at once bring the matter to the notice of the commanding officer, and, if not rectified, he will submit a report to the district paymaster. Publication of orders for discharges, transfers, etc., in district or camp orders does not relieve the commanding officer of responsibility for publishing casualties in his unit's Part II Orders.

(4) Provision is made (see article 64) for two copies of Part II Orders to be forwarded every day such orders are published to the district paymaster, and it shall be a duty of his to have the entries therein checked as the orders are received and to draw to the attention of the commanding officer, for correction, any entries which are not in accordance with the existing regulations. G.O. 89 / 1940

Individual Index Cards

44. (1) As soon as possible after a man joins, the particulars required by index cards (M.F.M. 14) are to be noted thereon and kept corrected up to date by the paymaster or other officer performing such duties. Every circumstance which affects the service of an officer or soldier is to be noted immediately on the back of the card from Part II Orders, and in this manner a complete history of every man will readily be available.

(2) The cards should be kept in alphabetical order for the whole unit (Officers being separate from the remainder), so that a nominal roll can be prepared with facility at any time.

(3). When an officer or man leaves the unit, except on reposting or transfer, particulars will be noted and card withdrawn from live cards and kept separately in non-effective cards, which are not to be destroyed. In the case of personnel re-posted or transferred to other units of the C.A.S.F., the index card, up to date, is to be forwarded to the individual's new unit, with his last pay certificate. (Effective 1st April, 1940). G.O. 89 / 1940

Erasures on Paylists

45. Erasures on paylists are strictly prohibited. Any alterations that may be necessary are to be made in such manner as not to obliterate the original entry, and all such alterations are to be initialled by the paymaster.

Issue of Pay

46. (1) Pay is to be issued in cash twice a month. An advance in even dollars, will be made on the 15th, and the balance issued on the last day of the month, unless it is a Sunday or statutory holiday when payment may be made on the previous day.

(2) Acquittance rolls will be used in making payments, as set out in the succeeding article.

Use of Acquittance Rolls

47. (1) Shortly prior to pay days, acquittance rolls will be prepared, on M.F.D. 936a, in duplicate, using carbon paper, showing clearly the regimental numbers, ranks, names in the order in which they appear on the paylist, and the amount each individual is entitled to receive. As officers and men are paid, they will be required to sign the acquittance roll, in duplicate (carbon copy). At the end of the pay day, if any individual has not presented himself for his pay, his name is to be ruled out on the acquittance roll, which will then be totalled and closed.

(2) When personnel who were not paid on pay days present themselves to be paid, the paymaster will enter their names on a supplementary acquittance roll and obtain their signatures for the amounts paid. These supplementary rolls will be closed on the 7th, 14th, 21st and last day of the month.

(3) The original copies of the acquittance rolls will be forwarded, on the day they are closed, to the district paymaster for transmission to the district treasury officer, and the same will be attached to the original copies of the paylist when received by the latter. The duplicate copies of the acquittance rolls will be retained by the paymaster.

(4) Acquittance rolls will be numbered serially, a fresh series of numbers to commence on April 1st each year.

Payments to Soldiers in Hospital

48. Subject to the approval of the medical officer in charge of the hospital, advances of pay, not exceeding $10 per month, may be made to soldiers while in hospital.

Payments to Personnel while away from their Units

49. (1) Officers and men who are absent from their units on detached duty or attending courses of instruction, or in hospital, or for any other reason, provided the nature of such absence does not disqualify them from receiving pay and allowances, will be paid by Receiver General

(3) The original copies of the acquittance rolls will be forwarded, on the day they are closed, to the District Paymaster for transmission to the District Treasury Officer. The duplicate copies of the acquittance rolls will be retained by the Paymaster. G.O. 81 / 1945

(4) Acquittance rolls will be numbered serially, a fresh series of numbers to commence on April 1st each year.

Payments to Soldiers in Hospital

48. (1) Subject to the approval of the medical officer in charge of the hospital, advances of pay, not exceeding $10 per month, may be made to soldiers while in hospital by Receiver General cheque by the treasury officer in whose custody the relative pay and allowance ledger accounts are retained. G.O. 81 / 1945

(2) Paragraph (1), however, shall not be applicable to personnel posted or attached to a Centre other than a hospital during convalescent period. Such personnel shall be permitted, subject to the approval of the medical officer in charge, to receive normal issues of pay and allowances. G.O.169 / 1945

Payments to Personnel while away from their Units

49. (1) Officers and men who are absent from their units on detached duty or attending courses of instruction, or for any other reason, provided the nature of such absence does not disqualify them from receiving pay and allowances, may be paid by Receiver General cheque if payment by cash is impracticable. G.O. 81 / 1945

(2) When preparing acquittance rolls for use on regular pay days Paymasters will place the names of personnel to be paid by cheque on a special acquittance roll headed "To be paid by Receiver General cheque." This special roll will be submitted in duplicate, to the District Paymaster, for transmission to the Treasury Officer, in sufficient time to permit delivery of cheques to the payees on the due date. The roll will show the number, name, address and amount payable to each individual. G.O. 81 / 1945

(3) The District Treasury Officer will forward Receiver General cheques to the District Paymaster for transmission to the payees. The duplicate copy of the acquittance roll, showing the cheque numbers against the payees' names, will be returned to the District Paymaster for transmission to the Paymaster, for posting in the pay accounts. When the Paymaster is making the postings referred to, he will enter the amounts involved in the "Casual Payments" column and the relative cheque numbers in the "Remarks" column of the pay account of the individuals concerned. No signature is required to be obtained on the acquittance rolls for these payments, the endorsation on the cheques being sufficient proof of payment. G.O. 81 / 1945

50. Cancelled. G.O. 81 / 1945

Requisition for Funds

51. (1) The Paymaster will forward a requisition, on M.F.M. 15, to the District Paymaster, for the funds required, twice a month. The amount requisitioned must be limited to actual requirements to avoid having a large unexpended balance on hand at any time. Provision may be made to have a reasonable amount of cash on hand to make casual payments to men absent on regular pay days and in other instances where necessary.

(2) The first requisition will be forwarded early in the month for the approximate amount required to pay the unit on the 15th of the month, and not later than the 20th of the month to provide for settlement at the end of the month.

(3) District Paymasters will keep a record of the advances made to Paymasters and will satisfy themselves that the same are not in excess of actual requirements. They will also keep a record of the amounts accounted for by the acquittance rolls when the same are received for transmission to the district treasury officer. In this way they will have a record of the approximate amount of cash kept on hand at any time by the unit paymaster.

Retirements and Discharges

52. When an officer or man is retired or discharged, his pay account will be credited up to and including the date of retirement or discharge and after making any necessary stoppages on account of assigned pay, regimental charges, etc., any balance due shall be paid to him. In the following cases the Paymaster will compile a Last Pay Certificate. G.O. 350 / 1945

(*a*) Where an officer or soldier dies while serving with the force, vide Article 221(4) (iii).

(*b*) Where retirement or discharge is effected to Department of Veterans Affairs—Last Pay Certificate will be prepared in quadruplicate and will be distributed as follows:

Two copies to the District Paymaster (one copy for transmission to District Treasury Officer and one copy to be forwarded to the Treasury Officer, D.V.A., for the District indicated).

One copy to the Commanding Officer of the officer or man (for transmission with rest of documents to the District Records Officer).

One copy to be retained for Paymaster's file.

52A. Cancelled. G.O. 81 / 1945

Absence with Leave

53. During periods of absence on duly authorized leave, pay will be allowed but no rations will be issued. (*See* Article 196 (4) for money allowance in lieu.) If an officer or man is absent on account of sick leave, in addition to pay, subsistence allowance will be issuable under the provisions of Article 200. (Effective 1st October, 1942.) G.O. 402 / 1942

Absence Without Leave and Deserters

54. (1) In the case of absence without leave, a soldier's pay will continue to be credited to him in his pay account until he is declared a deserter by a court of inquiry and is struck off strength. When that is done, the pay credited from and including the date of absence will be shown as mulct in the column for public stoppages. Any balance then remaining will be dealt with in accordance with the provisions of Article 59. (See Article 170 (1) (d).) If a debit balance exists, the amount will be entered in red ink. If the man returns within a period of twenty-one days from the date of absence, or is apprehended as a deserter before being struck off strength, his pay will be credited to him continuously, but the total amount, from and including the date of absence to the date of return, in addition to any forfeitures of pay consequent on any punishment awarded by his commanding officer or a court martial, and any period of detention or imprisonment, will be mulct in the column for public stoppages. G.O. 81 / 1945 G.O. 262 / 1941

(2) Last pay certificates will be prepared in triplicate and distributed as follows:—

One copy to District Paymaster (for transmission to District Treasury Officer). G.O. 143 / 1940

One copy to man's Commanding Officer (to be filed with his documents).

One copy to be retained for Paymaster's file.

(Effective 24th June, 1940.)

any punishment awarded by his commanding officer or a court martial, and any period of detention or imprisonment, will be mulct in the column for public stoppages.

(2) Last pay certificates will be prepared in triplicate and distributed as follows:—

One copy to District Paymaster (for transmission to District Treasury Officer). G.O. 148 / 1940

One copy to man's Commanding Officer (to be filed with his documents).

One copy to be retained for paymaster's file.

(Effective 24th June, 1940.)

Public Charges

55. (1) All charges due to the public, viz: barrack damages, fines, mulct pay, forfeitures, etc., will be recovered by being charged in the "Charges Credited to the Public" column of the paylist, a notation being made in the "Remarks" column indicating the nature of the stoppages.

(2) In case of losses by neglect of articles of clothing, equipment or regimental necessaries, the quartermaster, or officer acting as such, is to prepare an issue roll, on M.F.C. 512, in triplicate, by companies, showing the articles issued to each man to replace deficiencies, and the amount to be charged. Each man is to sign a receipt on the roll for the articles, and after it is certified by the company, etc., commander, three copies are to be forwarded to the paymaster not later than the 23rd of the month.

(3) Immediately on receipt of the issue roll, the paymaster is to charge the amount involved against the man concerned under "Charges Credited to the Public," and certify on each copy of M.F.C. 512 that this has been done, returning two copies to the quartermaster or other officer concerned, and the original copy is to be forwarded immediately to the district paymaster for transmission to the district treasury officer. The latter will attach such copy to the copy of the paylist when it is received by him.

Barrack Damages and Deficiencies

56. (1) As soon as units are ordered to leave camp or barracks on transfer to another district or location, the D.E.O. or D.O.O., as the case may be, or their representatives, will prepare a statement of damages or deficiencies in connection with the unit concerned, and obtain written acknowledgment of same from the commanding officer of the unit.

(2) On receipt of such acknowledgment, the D.E.O. or D.O.O., as the case may be, or their representatives, will at once prepare the necessary debit vouchers and forward them to the district paymaster, for recovery before the unit leaves the district or camp. The district paymaster will forward a claim on M.F.D. 843, with the cash debit or other vouchers, to the officer commanding the unit, who is to take the necessary steps for recovery of the amounts assessed against his unit, the charges being published in Daily Orders, Part II, as directed by K.R. Can. (1939), 878. The paymaster is responsible that the amounts are charged in the paylist under "Charges Credited to the Public" or "C.D.V.'s, etc.," as applicable, against the individuals concerned, and that the cash debit or other vouchers are completed and returned to the district paymaster for disposal. If these charges are not recovered before the unit leaves the district or camp, the district paymaster will forward the documents to the responsible officer, with a view to the necessary action towards recovery being taken.

(3) In cases in which cash debit vouchers, M.F.D. 871, are issued against individuals, six copies are to be forwarded in the first instance to the District Paymaster. That officer will cause them to be recorded in his

"Register of Cash Debit and Cash Credit Vouchers," and given a District Pay Office serial number. One copy is then to be temporarily retained by the District Paymaster, and the remainder passed to the Paymaster of the unit concerned for collection. The latter will immediately effect recovery by charging the amounts involved against those concerned in the paylist under "C.D.V.'s, etc.," and will so certify the Cash Debit Vouchers, retaining one copy and returning the four remaining copies to the District Paymaster. G.O. 189 / 1940

Upon receipt of these four certified copies, the District Paymaster will complete the copy previously retained in his office, countersign all five then in his possession and dispose of them as follows:— G.O. 59 / 1941

(i) C.D.V.s raised for any purpose other than for Transportation Warrants issued on Repayment:—
  1 copy to the District Treasury Officer for action and retention.
  4 copies to the Issuing Officer.

(ii) C.D.V.s raised to cover the value of Transportation Warrants issued on Repayment:—
  3 copies to the District Treasury Officer for action and retention.
  2 copies to the Issuing Officer.

(Effective 1st November, 1940.)

Regimental Charges

57. (1) Regimental charges will not be collected in cash from the individuals concerned, but will be charged in a separate column of the paylist. At the end of the month, the paymaster will pay the total amount for the unit to the Commanding Officer, using an acquittance roll for such purpose, and will obtain a receipt therefor, on the acquittance roll and also in his cash book, in which the necessary entries will be made.

(2) Regimental charges are limited to recognized subscriptions of a voluntary nature for such regimental purposes as sports, tailors, shoemakers, barber shops, laundry and canteen tickets. It is irregular to impose general charges on all men for barrack damages or damages to stores and equipment. Such matters must be dealt with by the commanding officer who will assess damages against the individual responsible therefor, which will be recoverable as public charges.

(3) Fines for drunkenness are not to be paid into regimental or company funds, but will be charged on the paylists as public stoppages, the same as forfeitures of pay for absence without leave, etc.

(4) Moneys recovered through the paylist as regimental charges, for work carried out in tailors', shoemakers' or barbers' shops, or for any regimental fund, must be paid over by the commanding officer to those entitled thereto.

(5) Particulars of regimental charges will be prepared on M.F.D. 917, which will be submitted, in duplicate, to the paymaster not later than the 23rd of the month, and, as soon as the necessary entries have been made in the accounts of those concerned one copy of the regimental charge sheet will be transmitted, through the district paymaster, to the district treasury officer. The latter will attach the same as a voucher to the covering paylist. The other copy of M.F.D. 917 will be retained by the paymaster.

58.

Debit and Credit Balances on Retirement, Discharge, etc.

Debit Balances

59. (1) If, when an officer or soldier is retired or discharged or otherwise becomes non-effective, his pay account shows that he has been overpaid, the resulting debit balance is to be carried forward to the unit's pay- G.O. 189 / 1940

succeeding month and steps taken by the Unit Paymaster to endeavour to effect recovery, having due regard to the provisions of Art. 93 of these regulations.

Should his efforts to effect recovery be unsuccessful, the Unit Paymaster will report the circumstances to the District Paymaster who, if the amount is under $10.00, may authorize the debit balance to be passed to "Suspense". G.O. 81 / 1945

If, however, the amount is $10.00 or over, the District Paymaster, after ascertaining the reason for the debit balance, will submit a report thereon and request authority of the Paymaster-General to pass the amount to "Suspense". The Paymaster-General, if he approves of the District Paymaster's recommendation, will obtain the concurrence of the Chief Treasury Officer before issuing the necessary authority. G.O. 350 / 1945

The procedure with respect to the disposition of such debit balances on retirement, discharge, etc., and their recovery in the event of the officer or soldier rejoining shall be in accordance with instructions issued by the Paymaster-General.

It must be distinctly understood that the foregoing does not relieve Paymasters of their liability under Article 14 of these regulations.

Credit Balances

(2) Action similar to the above will be taken when a credit balance is shown and it has not been possible to locate the individual. In these cases, however, the District Paymaster may authorize the passing of all credits to "Suspense" without reference to National Defence Headquarters. G.O. 189 / 1940

Bank Accounts

60. (1) When banking facilities are available, it will be compulsory for a Paymaster or Officer acting as such to open a bank account in an approved local bank in his official capacity as "Paymaster....." (Unit) ..... All funds received by him for payment of personnel will be deposited therein and withdrawn as required. Such deposits must be kept separate from the Paymaster's own personal funds. G.O. 235 / 1943

(2) When such account is opened, the District or Command Paymaster or Field Cashier must be advised accordingly, and he will take steps to obtain the following undertaking from the bank concerned:

"The account standing in the name of..... is held by this Bank as money belonging to the Department of National Defence, and the bank will at all times comply with any directions which may be given by the Paymaster-General, Chief Treasury Officer (Army), District Paymaster, Military District No. ....., Command Paymaster, or the District Treasury Officer, Military District No..... in respect of such account."

(3) The bank balances of such accounts will be verified by the Inspecting Officer when his monthly inspection is carried out (*see* Article 5).
(Effective 1st May, 1943.)

DEPENDENTS' ALLOWANCE AND ASSIGNED PAY

Claims on Appointment or Enlistment

61. (1) (*a*) When a man is attested for service in the Canadian Active Service Force the Paymaster will ascertain whether the man is married, or whether he has motherless children who are eligible for dependents' allowance. If so, he will take steps immediately to have the man paraded at his office for the purpose of completing an application for dependents' allowance (Form M.F.M. 16) and making the necessary assignment of pay (Form M.F.M. 17). These applications will be forwarded daily with a covering list, in triplicate, to the district paymaster, who will pass them to the district treasury officer for notation in his records and transmission to the D.A. & A.P. Branch, N.D.H.Q.

(*b*) When application has not been originally made for the maximum number of dependents eligible under these regulations, and the birth of a new dependent is published in Unit Part II Daily Orders, the paymaster will arrange that "Application for Supplementary Award of Dependents' Allowance" (M.F.M. 16B English and M.F.M. 16C French) is completed and forwarded to the District Paymaster as prescribed in 1 (*a*) above. G O. 135 / 1940
(Effective 15th April, 1940.)

(*c*) When under any amended regulations further information is required from the applicant as to his children, the Paymaster, or other Accounting Officer, will arrange for Form D.A.B. 21 to be completed by the applicant, and forward the Form to the Dependents' Allowance Board. G.O. 155 / 1942

(*d*) Notwithstanding anything to the contrary contained in these regulations, the Dependents' Allowance Board may, on what it considers satisfactory evidence, authorize a provisional award on behalf of additional dependents, including dependents born after appointment or enlistment, and further, if and when it considers the circumstances so warrant, the said Board may confirm any provisional award so made, without application from the applicant as defined and required in Article 97(*b*) or elsewhere in these regulations.

(2) On receipt of the applications as above by the D.A. & A.P. Branch, dependents' allowance and assigned pay will be put into effect provisionally without further authority. The individual's file will then be passed by the D.A. & A.P. Branch to the Dependents' Allowance Board, which body will review each such case and will obtain satisfactory evidence of marriage and/or birth and such other information as may be considered necessary by the Board. When decision is given by the Board, the D.A. & A.P. Branch will be advised as to the terms thereof.

(3) In addition to the foregoing the Paymaster is to have paraded at his office men having dependents other than wives or motherless children, who may be eligible for dependents' allowance. The provisions of the dependents' allowance regulations will be explained to the man and, if he so desires, an application for dependents' allowance will be submitted on Form M.F.M. 16A and an assignment of pay made, on Form M.F.M. 17. These applications will also be submitted, with a covering list, in triplicate, to the district paymaster, who will pass them to the district treasury officer for notation in his records and transmission to the D.A. & A.P. Branch, N.D.H.Q. G.O. 145 / 1941

(4) On receipt by the D.A. & A.P. Branch of the applications referred to in paragraph (3), steps will be taken to put the assignment into effect and to pass the applications for dependents allowance to the Dependents' Allowance Board for investigation and decision as to the dependents' eligibility for the allowance. When decision is given, the D.A. & A.P. Branch will be notified accordingly.

(5) In the case of officers steps will be taken to have the necessary documents completed and disposed of as outlined in this article and suitable action taken accordingly.

(6) In the case of warrant officers, N.C.O.s and men, an assignment of pay of at least fifteen days' pay of rank per month is compulsory if dependents' allowance is granted.

Recruiting Expenses

62. Suitable advances, to cover the travelling and other expenses of personnel employed on duty in connection with recruiting, may be made on the authority of the district officer commanding. Such advances will be accounted for in the usual way, by the submission of travelling claims and other necessary vouchers.

Accounts

63. Paymasters will render the monthly paylists to the district paymaster by the 7th of the following month. The paylist will be accompanied by M.F.D. 928 (Monthly Cash Account) which will contain a complete record of all receipts and payments, and copies of Part II Orders issued during the month.

Returns

64. The following returns, etc., are to be forwarded by all units to the district paymaster, as shown:

(*a*) Daily—By the Officer Commanding:

(i) Two copies of Daily Orders, Part II, every day such orders are published. One copy of these orders will immediately be passed by the District Paymaster to the District Treasury Officer. (Two copies of all Part II Orders are also to be furnished on the day on which they are published to the Paymaster. (*See* Article 43 (2).) G.O. 89 / 1940

(*b*) Daily—By Paymaster:

(i) List, in triplicate of officers and men on whose behalf applications are submitted for dependents allowance. This list must show the regimental number, rank and name of the officer or man, and will be accompanied by the application forms for dependents allowance and assigned pay.

(*c*) Monthly (On the 7th of each month)—By Paymaster:

(i) Paylists, supported by copies of Part II Orders.
(ii) Monthly cash account.
(iii) Requisition for funds required for 15th of month.

Supplies, Stores, etc.

65. The arrangements followed in peace time in regard to the purchase of supplies, stores, etc., will apply, and accounts will be dealt with in accordance with established procedure. Commanding or other officers are not permitted to make any purchases as a charge against public funds, unless authorized to do so by the district officer commanding or senior officer of troops.

Postage and Telegrams

66. (1) District officers commanding will arrange, in accordance with the existing procedure, for a supply of stamps to be furnished to commanding officers, who will keep a record in Militia Book 46 of all letters sent by mail on public business. All such letters must be prepaid by postage, except those sent to the Department of National Defence and other government departments at Ottawa, as laid down in the Canadian Official Postal Guide. If registration is required on correspondence addressed to any of such departments at Ottawa the usual fee of 10c. must be prepaid in stamps.

(2) Accounts rendered for messages sent by telegraph or telephone, by officers authorized to incur such expenditure, will be checked and certified before being passed to the district treasury officer for payment. Telegrams and long distance telephone messages relating to leave or other matters of a private nature will not be allowed as a charge against public funds.

(3) Accounts for messages sent by telegraph must be supported by copies of such messages.

67.

68.

69.

PART VI

PAY AND ALLOWANCES—GENERAL REGULATIONS

(Articles 70-96)

PART VI

PAY AND ALLOWANCES—GENERAL REGULATIONS

Special Rates of Pay, Staff, etc.—When Issued

70. The pay and allowances of an officer appointed to the staff, or to an appointment for which a special rate of pay and allowances is provided shall commence from the date of appointment as shown in the *Canada Gazette,* unless appointed in an acting capacity as prescribed in Article 75. Pay for an appointment shall not be issued to more than one officer for the same period in respect of the same appointment except in the case of an officer who is permitted to draw the pay of his appointment while in hospital, or for periods of leave, etc., as prescribed in Article 73, or when another officer is serving in an acting capacity under the provisions of Article 75.

Rates Governed by Appointment

71. The pay and allowances (except dependent's allowance) of an officer appointed to the staff, or to an appointment for which a special rate of pay and allowances is provided, shall be governed by the classification of the appointment and not by the rank of the officer, but dependent's allowance shall be paid according to the officer's rank, provided however, that an officer holding such appointment may, if more beneficial for him, be paid at the rate of pay and allowances prescribed for the temporary substantive rank held by him in the Force. G.O. 155 / 1940

Pensioners—Militia Pension Act

71A. (1) An officer in receipt of a pension under the Militia Pension Act, who is appointed to the "Force," shall be paid during the period of his service therein an amount equal to the difference between his gross pension and the amount of the pay and allowances provided for his rank or appointment in the "Force."

(2) A warrant officer, non-commissioned officer or man in receipt of a pension under the Militia Pension Act, who re-enlists in the "Force," shall be entitled to pay and allowances and all other emoluments authorized by these regulations for the rank or appointment from time to time held subsequent to such re-enlistment, but only upon the soldier concerned furnishing a written waiver agreeing to the suspension of his pension during the period he serves on such re-enlistment.

(3) A warrant officer, non-commissioned officer or man, who by reason of his refusal to furnish a waiver of pension as required in Paragraph (2), is discharged from the Canadian Active Service Force after having received the pay and allowances and other emoluments of the rank or appointment held by him in the said Force, will be required to refund the overpayment of pay and allowances and other emoluments so received, and such overpayment shall be deemed to be the amount of his gross pension during the period he was so serving. (Effective 1st September, 1939.) G.O. 162 / 1940

Allowances Included in Rates

72. A special rate of pay and allowances shall be in full of all claims for pay or money allowance in lieu of quarters, rations, fuel and light, except—

(*a*) Subsistence allowance of $1.70 per diem if an officer is authorized to provide himself with quarters, rations, fuel and light; G.O. 402 / 1942

(*b*) Dependents allowance in the case of officers whose dependents are eligible therefor, or authorized allowances if applicable in the case of an officer of the Permanent Active Militia;

(*c*) Travelling allowances at prescribed rates when an officer is actually travelling on duty away from his station, subject to deduction of subsistence allowance after fourteen days when travelling allowance is claimed beyond that period.

(*d*) Japanese Campaign Pay (Article 400). G.O.181 / 1945

Cessation of Special Rates

73. (1) A special rate of pay and allowances shall only be issued during the period an officer is performing the duties of his appointment, except that, under the following circumstances, such pay may be continued for the periods herein defined, after which an officer will revert to regimental rates of pay and allowances of his temporary substantive rank:—

(*a*) If absent on ordinary leave—
For a period not exceeding 30 days;

(*b*) If absent on duty, in hospital, or absent on account of sickness for any cause other than alcoholism or an offence under the Army Act—
For a period not exceeding 90 days from date of ceasing duties of appointment;

(*c*) If absent on sick leave—
For a period not exceeding 90 days from date of ceasing duties of appointment and including any time in hospital or absence on account of sickness under (*b*) above. G.O. 25 / 1944

74. G.O. 402 / 1942

Issue to Officers Acting

75. An officer performing the duties of an appointment for which a special rate of pay and allowances is provided, in an acting capacity, whether as substitute for a regularly appointed officer or otherwise, shall, if he performs the duties of such appointment for more than thirty consecutive days, be entitled to receive the special rate of pay and allowances of the appointment for the 31st and subsequent consecutive days during which he continues to perform the duties of such appointment.

Immediately it becomes necessary to employ an officer in an acting capacity in an appointment for which a special rate of pay is provided, and before such officer may be credited with the pay thereof, the Officer Commanding the formation concerned must submit a recommendation with full particulars for approval of the Adjutant-General. On receipt of necessary authority an appropriate entry will be made in Unit Part II Orders and the amount involved credited in the pay account. (Effective 1st May, 1942.) G.O. 193 / 1942 G.O. 81 / 1945

Pay on Transfer

76. An officer in receipt of a special rate of pay and allowances, if transferred to another appointment, whether in the same grade or not, shall cease to draw the rate provided for his former appointment, and shall be paid at the rate provided for the new appointment, or at such a rate as the Minister may determine for such new appointment.

Regimental Pay

77. The regimental or ordinary pay of an officer on appointment, or on promotion, shall commence from the date of his commission or promotion respectively, as stated in the *Canada Gazette* and promulgated in orders, but no pay shall be issuable to an officer on first appointment until he actually joins his regiment or Corps. G.O. 162 / 1940

Issue of Pay

78. (1) Pay and allowances, salaries and wages shall be issued in arrear, except in the case of officers and men proceeding on leave when pay may be issued in advance for a period not exceeding one month.

(2) All claims for pay (when not credited automatically) and allowances, salaries, wages, etc., must be rendered in duplicate and certified by the officer commanding or the officer in charge as the case may be. The officer certifying the claim shall be held responsible for the correctness of it.

(3) Daily rates of pay include payment for Sundays and public holidays (seven days in the week.)

Delay in Forwarding Claims

79. Pay and allowances which may not have been drawn within one year from the date on which they might have been claimed will not be issued without the special sanction of the Minister, and such sanction will not be given unless the circumstances represented show sufficient reasons for the claims not having been forwarded at the proper time.

Pay of Officers on Leave, etc.

80. Officers are entitled to draw pay and allowances for periods during which they are absent on leave or sick leave, subject to the conditions and limitations provided for by these regulations. (*See* Article 73.)

Commutation of Leave

80A. (1) Notwithstanding anything contained in these regulations and subject to any orders approved by the Minister, an officer or soldier who, at the time his retirement or discharge is approved, is eligible for Disembarkation and/or Annual Leave may elect to have all or any portion of such leave commuted and to receive, in respect of each day of such commuted leave and in lieu thereof:— G.O. 255 / 1945 G.O. 375 / 1945

Officers:

(*a*) Pay of rank.
(*b*) Ration allowance at the rate prescribed in Article 196(4); and
(*c*) Dependents' Allowance as prescribed in Article 122.

Other Ranks:

(*a*) Regimental rates of pay or trademen's rates of pay if in issue;
(*b*) Ration allowance at the rate prescribed in Article 196(4); and
(*c*) Dependents' Allowance as prescribed in Article 122.

(2) Where an officer or soldier is eligible for Disembarkation and/or Annual Leave at the time of his retirement or discharge, but is immediately transferred to the care of the Department of Veterans Affairs, all such leave shall be commuted and the officer or soldier concerned shall receive, in lieu thereof, the benefits prescribed in paragraph (1) as if he had so elected. (Effective 19th April, 1945.) G.O. 375 / 1945

Cessation of and Deductions from Pay

Officers Dismissed, Removed, etc.

81. (1) An officer cashiered, dismissed or removed from the service, shall not receive pay or allowances beyond the date on which the sentence is promulgated to him, or, in the case of removal beyond the date notified in the *Canada Gazette* as the date from which removal is to take effect.

(2) Notwithstanding anything contained in the preceding paragraph, however, the pay and allowance of an officer cashiered, dismissed from the service, or removed, shall, in respect of any period for which he may have been absent without leave, or suspended from duty, be disposed of in accordance with the provisions of Articles 85 to 87.

Officers Resigning

82. (1) An officer who is permitted to resign shall not receive pay or allowances beyond the date specified in the *Canada Gazette* as that on which the resignation took effect.

(2) An officer voluntarily relinquishing a staff appointment, or an appointment for which a consolidated rate of pay is allowed, or removed therefrom, shall receive staff or consolidated pay only to the date of his ceasing to perform the duties of his appointment, unless entitled under the provisions of Article 73 to continue in receipt of such pay for period specified therein.

(3) To ensure correct issue of pay and allowances, notification of the date an officer ceases to perform the duties of his appointment is to be at once communicated by the headquarters of the district concerned to the paymaster who is responsible for the issue of such officer's pay and allowances.

Deceased Officers and Soldiers

83. Pay and allowances, with the exception of rations and quarters allowances, will be credited to the account of an officer or soldier to the end of the month in which he dies or is reported missing. In the event of the officer or soldier dying in a month subsequent to that in which reported missing, the account will be re-opened and credited to the end of the month in which the death occurs, or is presumed to have occurred. When an officer or soldier is later found to be alive, his account will be adjusted accordingly. G.O. 166 / 1942

Liability of Officers and Soldiers to Meet Public and Regimental Claims

84. (1) Pay and allowances, and all other emoluments authorized by these regulations or granted by higher authority to an officer or soldier, or other person of the Force, shall be held liable to be stopped to meet any public claim there may be against him, any regimental debt that may be due from him, or any regimental claim, or any military claim, which the Minister may direct him to pay. G.O. 193 / 1944

(2) For the purpose of this article, public claim shall be held to mean any public debt or disallowance, including any over-issue made through an error as to the facts, or the sum required to make good any loss, deficiency or irregular expenditure of public money, any deficiency, loss, damage or destruction of public stores, buildings or other public property of which, after due investigation, no explanation satisfactory to the Minister is given by the person or persons responsible for the same.

(3) For the purpose of this article, military claim shall be held to mean any claim of a military character which has arisen through, or remains unsettled by reason of, negligence in respect of, or default in, the performance of a military duty, or payment of a military debt, whereby loss or damage is occasioned to a person subject to Military Law, or a civilian, including a company or corporation, of which, after due investigation, no explanation satisfactory to the Minister is given by the person, or persons, responsible for the same.

Deductions from Officers and Soldiers Suspended from Duty

85. (1) The pay and allowances of an officer, if suspended from duty, shall cease from the date of such suspension until the case has been dealt with by the Minister and his decision communicated, in accordance with the procedure prescribed in Article 87.

(2) The pay of an officer or soldier is earned from day to day by reason of military service rendered. In cases where no military services have been rendered, and penal stoppages are not made, the Minister, or such officer as he may designate, may, in his discretion, decide that the officer or soldier is not entitled to draw pay, and such decision shall be final.

Any case of this nature which may arise, in which doubt exists as to whether the officer or soldier has rendered military service, will be submitted to headquarters.

(3) The above regulation is independent of, and in addition to, any regulations authorizing penal deductions to be made from the pay and allowances of an officer or soldier.

(4) In the case of a soldier being acquitted or his conviction being subsequently set aside, he shall be entitled to full pay and allowances from the date on which he was first placed in confinement, but will not be entitled to receive such pay and allowances until he rejoins for duty.

(5) Where a soldier charged with a civil offence is allowed out on bail and not kept in confinement, and is doing duty with his unit, he shall not forfeit his pay and allowances, while on bail, and his assigned pay and dependents' allowance, if any, shall be continued.

Penal Forfeitures—Officers

36. (1) The following penal deductions may be made from the pay and allowances of an officer of the Canadian Active Service Force.

(*a*) All pay and allowances for every day on which he is absent without leave, or overstays the period of leave for which leave of absence has been granted him, unless a satisfactory explanation of such absence, forwarded through the usual channels, has been accepted and approved by the Minister, or such officer as he may designate.

(*b*) The sum required to make good such compensation for any expenses, loss, damage, or destruction occasioned by the commission of any offence as may be awarded by the court-martial by which he is convicted of such offence or by the authority dealing summarily with the charge under Section 47 of the Army Act. G.O. 235 / 1943

(*c*) The sum required to make good the pay of any officer or soldier which he has unlawfully retained or unlawfully refused to pay.

(*d*) The sum required to make good in whole or in part any loss, damage or destruction of public property, which after due investigation, appears to the Minister or such officer as he may designate, to have been occasioned by any wrongful act or negligence on the part of the officer.

(2) The term "pay" in the above includes tradesmen's pay and the term "allowances" means all allowances except dependents' allowance.

(3) Any deductions of pay and allowances hereby authorized may be remitted in such manner and by such authority as may be from time to time provided by the Minister.

(4) Any sum hereby authorized to be deducted from the ordinary pay and allowances of an officer may, without prejudice to any other mode of recovering the same, be deducted from the ordinary pay and allowances or from any sums due to such officer in such manner, and when deducted or recovered may be appropriated in such manner as may be from time to time directed by the Minister.

(5) In case of doubt as to the proper issue of pay or the proper deductions from pay due to any officer, the pay may be withheld until the order of the Minister has been signified, which order shall be final.

Officers Suspended from Duty or Absent Without Leave

37. (1) In the case of officers suspended from duty or absent without leave, the procedure set forth herein will be carried out in connection with their pay and allowances.

(2) The commanding officer is to notify the paymaster concerned immediately an officer is suspended from duty or is absent without leave, stating the date on which suspension or absence began.

(3) Any commanding officer who fails or delays to give the notice to the paymaster concerned, as prescribed in paragraph (2), will be liable for the whole or any part of the pay and allowances which may be wrongly

paid to an officer suspended from duty, or absent without leave, if (by reason of such officer being dismissed from the service or for any other reason) the amount cannot be recovered from his pay and allowances.

(4) On receipt of this information, no further pay or allowances are to be credited to the account of an officer suspended from duty or absent without leave, until his case has been disposed of and the decision of the Minister has been obtained.

(5) To enable an officer to meet incidental expenses during the period he is suspended from duty, the sum of $10 per month may be paid to the officer by the paymaster of his unit, on the authority of his commanding officer, and, in addition, the sum of $15 per month will be allowed for payment of the officer's mess account.

(6) At the end of each month, or on an officer's case being finally disposed of, the mess providing his messing shall forward, without delay, to the district paymaster concerned, its account, at a rate not exceeding that authorized in paragraph (5). This account is to be certified correct by the officer concerned. A cheque in payment of the account will be forwarded direct to the mess.

Messes will have no other means than those stated above of collecting amounts due by officers in respect of periods they have been suspended from duty. If a mess fails to avail itself of this procedure, the account must not subsequently be forwarded to headquarters for collection.

(7) In the event of an officer being released from arrest under circumstances which do not warrant the forfeiture of his pay and allowances, the amount of the monthly payments referred to in paragraphs (5) and (6) will be charged to his pay account. If, on the other hand, he is cashiered or dismissed from the service, recovery of the monthly payments will depend upon whether or not his pay account shows a credit balance. If an officer is neither cashiered nor dismissed, but is found guilty of the offence, remaining, however, in the service, then, in default of special authorization to the contrary, the amounts paid while suspended from duty shall, in the ordinary course, stand to his debit and be deducted when his pay account again shows a credit.

(8) On the return to duty of an officer who has been suspended or if he is cashiered or dismissed from the service, then, upon the promulgation of the sentence, the following action will be taken:—

(*a*) Where the officer is convicted by court-martial or civil court, his commanding officer will, in the case of conviction, on the date of promulgation of sentence, forward a report, giving particulars of the charge, finding, sentence, date of promulgation, and the exact dates during which the officer was suspended from duty.

(*b*) Where the case has been disposed of by the commanding officer, or other superior authority, without having gone to court-martial, or where the officer has been court-martialled and acquitted, the commanding officer will forward a report, giving the particulars of the charge, disposal, and the exact dates during which the officer was suspended from duty, on the date the case is finally dealt with.

This report as to disposal must be definite and state whether the officer was censured or otherwise dealt with by the commanding officer or other officer. This definite report is necessary to enable the Minister, or such officer as he may designate, to determine whether there will be forfeitures of pay and allowances during the period the officer is suspended from duty and the amount of such forfeitures.

Such reports will be forwarded to the district officer commanding, for transmission to headquarters.

(9) On receipt by headquarters of the reports referred to in the preceding paragraph, immediate steps will be taken to obtain the decision

of the Minister as to the disposal of the officer's pay and allowances during the period he was suspended from duty or absent without leave.

(10) With reference to paragraph (4) of this article, if dependents allowance and assigned pay are payable to dependent relative of an officer suspended from duty, payment will be continued until the case is disposed of.

If the officer is absent without leave in excess of twenty-one days, payment of dependents allowance and assigned pay will be suspended. When the officer rejoins, payment of dependents allowance and assigned pay of fifteen days' pay of rank will be resumed from date of his return.

(11) When the instructions of the Minister have been received in respect to forfeitures of pay, unless otherwise directed, forfeitures of pay for period of absence without leave will be charged in full; but for the period that the officer has been suspended from duty during which assigned pay has been continued, if the assignment is payable to a dependent relative and is less than fifteen days' pay of rank, the account of the officer will be credited with the amount of such assignment, and if equal to or more than fifteen days' pay of rank, his account will then be credited with fifteen days' pay of rank to wholly or partially offset the assignment.

ASSIGNED PAY REGULATIONS

Amounts to be Assigned

88. (1) A soldier on whose account dependent's allowance is issuable must assign to the recipient of an award of dependents allowance under Article 101 (*a*) or (*b*) not less than fifteen days' pay of rank per month, and to the recipient of an award of dependent's allowance under Article 101 (*c*) not less than five days' pay of rank per month, provided that if no dependent's allowance is granted under Article 101 (*a*) or (*b*) the soldier must assign to the recipient of an award under Article 101 (*c*) not less than fifteen days' pay of rank per month. In cases where no such assignment has been made, but where it has been decided that the dependent is eligible for dependent's allowance, a compulsory assignment of pay in accordance with the above may be put into force, provided, however, that if the dependents of a soldier occupy public quarters and the soldier is required to reimburse the Department of National Defence in respect of the rental of such quarters, he shall not be required to make the assignment of pay herein referred to.

(2) The following amount shall be considered as "fifteen days' pay of rank":—

Warrant Officer, Class I	$60 00
Warrant Officer, Class II	45 00
Warrant Officer, Class III	40 00
Staff-Sergeant and Sergeant	35 00
*Ranks below Sergeant who are in receipt of regimental pay exceeding $1.40 per diem	23 00
Ranks below Sergeant who are in receipt of regimental pay not exceeding $1.40 per diem	20 00
Boy	10 00

G.O. 486 / 1942

(*See* Article 308 for amounts applicable to volunteers of the Canadian Women's Army Corps.) G.O. 318 / 1943

*(Effective 1st February, 1943.)

(3) The maximum amount which may be assigned per month (except as provided in Article 88A) is twenty days' pay of rank and twenty days' tradesmen's pay. G.O. 6 / 1943

(4) Increase or reduction in the amount of assignments, due to promotion, reduction or reversion in rank, will be made if necessary, from the first of the month following that in which promotion, reduction, or reversion, is published in unit orders. Changes in the amount of assignment at the officer's or soldier's own request will not be permitted more frequently than once in six months, unless the circumstances are exceptional.

(5) An officer or soldier may make an assignment of pay to cover charges in settlement of any of the following which are payable on a monthly basis:—

(*a*) Insurance premiums, including those in respect of Civil Service, Returned Soldiers' or Group Insurance.
(*b*) Canadian Government Annuities.
(*c*) The Civil Service Co-operative Credit Society Limited.
(*d*) The Civil Service Mutual Benefit Society.
(*e*) The Dominion Railway Mail Service Benevolent Association.
(*f*) The Post Office Department Mutual Benefit Association.
(*g*) Loans made under the Dominion Housing Act and Home Improvements Loans Guarantee Act.
(*h*) Amounts which he is obliged to pay under any court order or written agreement for the support of any dependent.
(*i*) Purchases of War Savings Certificates.
(*j*) Receiver General of Canada for Income Tax; provided, however, that no assignment of less than $10 per month may be made for this purpose. (Effective 1st October, 1940.)
(*k*) Victory Loan, 1941, and any future Canadian Government War Loan Bonds under the instalment plan governing such issues. For this purpose assignments can be made to banks or other financial institutions through which subscriptions are accepted in accordance with the conditions of the issue. (Effective 1st June, 1941.)
(*l*) Receiver General of Canada to be applied to the credit of his account with the Soldier Settlement Board. G.O. 475 / 1942

An officer or soldier who has not assigned up to twenty days' pay of rank for the purposes herein above recited in this article may make a continuing assignment of not more than twenty days' pay of rank, effective the first of the month following that on which the application to assign is made, to a child, mother, foster mother, mother-in-law, father, foster father, sister or brother, but such assignment may be terminated at any time at the discretion of the Board, or at the request of the officer or soldier, provided, however, that (except as provided in Article 88A) in the case of a soldier, the maximum amount assigned shall not exceed at any time the amount of twenty days' pay inclusive of any amount assigned for the purposes herein above recited in this article. G.O. 6 / 1943

A certificate by the applicant is to accompany the assignment of pay form to the effect that the person named to receive the assignment is one of the persons authorized, as laid down in this paragraph.

(6) An officer or soldier may apply to make a voluntary assignment of an amount which, with any other assignment of pay (except as provided in Article 88A), will not exceed a total of twenty days' pay of rank, to persons other than those mentioned in this article if it is alleged that such persons are dependent upon him and that such assignment is required for the purpose of relieving hardship. Such assignments may only be made effective with the approval of the Dependents Allowance Board. G.O. 6 / 1943 G.O. 155 / 1942

N.B.—See Article 175 regarding assignments to cover compulsory stoppages of pay to comply with court orders, etc. See Article 179 regarding assignments of pay of officers and soldiers of the Permanent Active Militia. G.O. 216 / 1939

88A. Subject to the provisions of Para. 1, Article 88, an officer or soldier who is a prisoner of war or who is interned by a neutral power may assign to any person any amount of his pay except a sum sufficient to create a reserve to offset such payments as may be made to him by the detaining power, and a sum sufficient to provide in the case of a soldier a small administrative reserve as may be determined by the Minister which is to be withheld monthly in such soldier's deferred pay account. (Effective 1st April, 1943.) G.O. 235 / 1943

88B. Should the wife of an officer or female relative responsible for the care and management of his home, as defined in Article 101(*a*) who is in receipt of dependents' allowance, represent that she or the officer's children are in need, by reason of inadequate financial provision by the officer, the Board shall investigate, and the Minister, or such officer or officers as he may delegate, on the recommendation of the Board, may order a compulsory assignment of pay up to fifteen days' pay of rank, but not in excess of one hundred dollars per month, for the reasonable maintenance of the dependents in question. (Effective 1st May, 1943.) G.O. 286 / 1943

Action Required to Avoid Overpayments

89. (1) A "Stop Payment" form (M.F.M. 18) for assigned pay is to be immediately forwarded by the Paymaster (or by the Commanding Officer in the case of Units without Paymasters) whenever an officer or soldier is—

(*a*) Reported to have died.

(*b*) Struck off the strength of the unit, either on retirement, dismissal, on being cashiered, or on discharge.

(*c*) Reported to have been "absent without leave" for a period in excess of twenty-one days.

(*d*) Granted leave without pay.

(*e*) Sentenced to detention, field punishment, or imprisonment for a period in excess of 21 days or otherwise made subject to forfeitures or charges which will cause a debit balance sufficient to jeopardize recovery from ordinary pay and allowances, providing the assignment is of a voluntary nature, and not to a dependent on whose behalf dependents' allowance is being issued, or assignment made under the provisions of Article 179 (1). (Effective 31st October, 1944.) G.O. 162 / 1940 G.O. 498 / 1944

(*f*) Sentenced to detention, imprisonment or penal servitude for a period of six months or more; at the expiration of six months from the date of sentence (*see* Article 90). (Effective 1st April, 1941.) G.O. 2 / 1942

Notation should be made on the form showing the amount of assigned pay which has been charged against the pay account of the individual for the month in which the casualty occurred.

In the cases referred to in (*c*), (*d*) and (*e*) an application for "Renewal of Assignment" (M.F.M. 19) must be completed before an assignment may again be put into effect.

Commencing 1st November, 1939, the amount of assigned pay to be charged against the account of the individuals concerned for the month in which any of the above casualties occur, will be that proportion of the usual monthly assignment which the number of days for which the individual has actually received pay during the month bears to the number thirty (30).

If an individual who has been previously retired, dismissed from the service, cashiered, or discharged, subsequently re-enlists either in his former or another unit, he will be required to complete a fresh claim for dependents allowance (M.F.M. 16 or 16A) and to make a fresh assignment of pay (M.F.M. 17). In such cases, notation is to be made upon the latter form to indicate that assigned pay had previously been issuable upon the individual's account in his former unit. His previous regimental number and unit should also be clearly shown on both forms (M.F.M. 16 or 16A, and M.F.M. 17); e.g.

"C. 77626 (Formerly No. 764, Warwick Regt.)"

Similarly, in the case of promotions, reductions and reversions in rank, a "Change of Assignment" form (M.F.M. 19) must be immediately forwarded, showing the new rate of assignment which is to be effective from the first of the month following that in which the promotion, etc., is published in unit orders. (Effective 1st June, 1940.) G.O. 162 / 1940

In addition to the foregoing procedure, Paymasters or Officers Commanding, as the case may be are to forward by wire daily, to the District or Air Command Paymaster, a list of officers and other ranks who have died or have been struck off the strength of the Force, reported to have been "absent without leave," etc., as in (*a*), (*b*), (*c*), (*d*) and (*e*) above, or who have been promoted, reduced, or have reverted to a lower rank, (Effective 15th June, 1940), stating in each case:— G.O. 162 / 1940

(i) Regimental number, rank and name.
(ii) Nature and date of the casualty.
(iii) The period of "absence without leave" or "leave without pay."
(iv) The amount of assigned pay charged against the pay account of each individual concerned for the portion of the current month during which he has received pay.

"Nil" returns are to be rendered when there are no casualties to report.

District Paymasters and Paymasters, Air Commands, are to consolidate such returns and to communicate the information together with similar information in respect of personnel whose pay accounts are maintained in District or Air Command Pay Offices, by radiogram or telegram daily to the Treasury Officer, Dependents' Allowance and Assigned Pay Branch, Ottawa.

"Nil" returns are to be wired when there are no casualties to report.

(Effective 1st October, 1939.)

(2) In the case of men assigning tradesmen's pay, if such tradesmen's pay is discontinued assignments will be reduced to the amounts authorized for their ranks and immediate notification will be forwarded accordingly on the prescribed form.

Continuation of Assigned Pay in Certain Circumstances

90. Dependents' allowance issued in connection with any assignment of pay will be continued notwithstanding that the funds to the credit of the soldier may be rendered unavailable for assignment by reason of forfeiture or stoppages of pay.

In order that the dependents of officers and soldiers to whom assigned pay is paid in connection with an issue of dependents' allowance shall not suffer by reason of forfeitures of pay or of hospital or any other stoppages of pay, as provided in these Regulations, any such assignment so payable to such a dependent shall not be stopped or reduced for any period during which the officer's or soldier's pay is forfeited or reduced in consequence of such forfeitures or stoppages; provided that where the continuation of assigned pay has created or will create a debit balance of more than $60, the assignment if for more than $20 per month will be reduced to $20 per month until the debit balance is liquidated; and further provided that in cases of detention, imprisonment or penal servitude of a soldier when the term of such detention, imprisonment or penal servitude is for a period of six months or more, then and in every such case payment of dependents' allowance and assigned pay shall cease as at the date of discharge of such soldier from the force, or at the expiration of six months from the date of sentence, whichever is the earlier. G.O. 234 / 1941

91. Spare Article.

Notification of Changes and Cancellation of Assignments

92. (1) All changes in assignments are to be notified on form M.F.M. 19 (one copy) and cancellations on form M.F.M. 18 (one copy) which are to be rendered promptly to the district paymaster, who will pass them to the district treasury officer for notation in his records and transmission to the D.A. & A.P. Branch, N.D.H.Q.

(2) When changes of this nature are made, suitable notation accordingly will be made in the "Remarks" column of the paylist, showing the effective date of the change.

Overpayments—Assigned Pay

93. In the event of an overpayment being made on account of assigned pay, such overpayment shall be recoverable from any credit balance accruing in the pay of the officer or man concerned, or from any pension which may subsequently be awarded to the officer or man or to the dependent to whom the assigned pay was issued, and from no other source. G.O. 183 / 1939 G.O. 216 / 1939

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95.

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PART VII

DEPENDENTS' ALLOWANCE REGULATIONS

(Articles 97-122)

PART VII

DEPENDENTS ALLOWANCE REGULATIONS

97. In these Dependents Allowance Regulations, unless the context otherwise requires —

(*a*) "Allowance" means a dependent's allowance as provided for herein;

(*b*) "Applicant" means an officer or man who is a member of the military forces of Canada on active service, as defined herein, who makes application for the grant of a dependent's allowance, and who is not eligible otherwise to be granted, unless as is otherwise provided in these regulations out of the Consolidated Revenue Fund, an allowance for the maintenance of a dependent;

(*c*) "Board" means the Dependents Allowance Board;

(*d*) "Military Forces of Canada" means the military forces placed on active service at the instance of and as a cost to the Government of Canada, and any auxiliary bodies or services which are designated by the Governor in Council as forming a part of the military forces;

(*e*) "Dependent" means the members of the applicant's family who were wholly or in part dependent upon the income of the applicant at the time of his appointment or enlistment or have, since his appointment or enlistment, become dependent on him, and where the applicant, being the parent of an illegitimate child, has such a child so dependent upon his income, or, being an illegitimate child, has a parent so dependent upon his income, such illegitimate child and parent respectively; and shall at the discretion of the Board, include a child, even though not legally adopted, providing a married applicant has assumed in his own home the care and maintenance of said child for a reasonable period prior to his appointment or enlistment during which period he has continuously wholly maintained such child and was so maintaining such child at the date of his appointment or enlistment and continues to do so after his appointment or enlistment. (Effective 1st April, 1940.) Provided, a person shall not be deemed to be a partial dependent of another person unless he was dependent partially on contributions from the applicant for the provision of the ordinary necessaries of life suitable for persons in his class and position;

G.O. 216 / 1939

G.O. 106 / 1940

(*f*) "Minister" means the Minister of National Defence;

(*g*) "Officer or man" means any person, male or female, serving other than in civil capacity in the Military Forces of Canada whose pay is an ultimate charge on the Consolidated Revenue Fund of Canada;

(*h*) "Public Authority" means the civil governments of Canada and of the Provinces, local municipal and school corporations, and such public commissions, boards, corporations and other administrative instrumentalities of Canada or of a province as, from time to time, may be designated a Public Authority for the purposes of these regulations by the Treasury Board, acting on a recommendation of the Minister of Finance.

(i) The terms "foster-mother" and "foster-father" of an officer or soldier as used in Article 101 (c) shall be deemed to include a person who has occupied the place of a parent of an officer or soldier over a reasonable period of time before the officer or soldier attained the age of 16 years and following upon the death or failure of the parents of the officer or soldier to maintain and provide a home for him, provided that in no instance shall allowances be payable to both a mother and a foster-mother of an officer or soldier or both a father and a foster-father of an officer or soldier. G.O. 38 / 1946

97A. Notwithstanding the provisions of these Regulations, the Board, when determining the eligibility of any person for Dependents' Allowance or when computing the amount of Dependents' Allowance payable, shall not take into consideration any allowance payable under the provisions of the Family Allowances Act, 1944, to or on behalf of the person in respect of whom the application for Dependents' Allowance is being considered or has formerly been considered and allowances put in pay. (Effective 1st July, 1945.) G.O. 381 / 1945

98. A dependent's allowance may not be claimed as a right. The allowance is for the purpose of promoting the well-being and efficiency of the Military Forces of Canada by providing a means to alleviate the financial anxieties of temporarily enrolled members with respect to the domestic welfare of dependents while they are in the service of His Majesty. The Board is an administrative agency which is created to ensure that every application for an allowance receives prompt and efficient consideration. Its duty is to decide and to enforce in accordance with the terms of these regulations. The Board's responsibilities shall there end. But the Board shall bring to the notice of the Minister of National Defence recommendations for the improving of the terms of these regulations when, in application, it is noted the fundamental objective is not being achieved.

Award Procedure

99. (1) The Board shall hold its sessions and conduct its proceedings in such manner as may seem to it most convenient for the speedy and efficient discharge of its duties. Subject to the approval of the Minister, it may make rules, not inconsistent with the terms of these regulations, for the conduct of its inquiries, hearings and investigations as may be necessary, both before and after an award is made.

(2) The Board may obtain information which, in its judgment, is authentic, otherwise than under the sanction of an oath or affirmation, and it may use and act upon such information.

(3) Two members shall constitute a quorum of the Board for the purpose of determining whether an allowance may be granted, but one member may act for the Board in any inquiry arising out of an application for an award, or an award. In the event of the members participating in a decision to be made being equally divided, and a third member is not currently available to cast a deciding vote, the Chairman of the Board shall decide whether an allowance shall be authorized.

(4) The chairman shall designate the persons who are authorized to notify the Comptroller of the Treasury whenever the Board has made a decision affecting Consolidated Revenue Fund.

(5) There shall be no right of appeal by an applicant or dependent from a decision; but the Minister shall designate at least one official interviewer in each military district in Canada and as many as he deems necessary outside of Canada. An official interviewer shall be either an official of a Public Authority, or a commissioned officer of the Defence Forces of Canada. An applicant, or dependent, aggrieved with a decision of the Board, may state his objection to an official interviewer, and if he be of the opinion further consideration of the application is in the public interest, he shall make a report to the Board, which shall forthwith review its decision.

(6) The Deputy Minister of National Defence, the Comptroller of the Treasury or the Auditor General, when of the opinion that the Board has exceeded the powers granted to it by these regulations, or that it has acted contrary to the public interest, may require that a decision of the Board be submitted to the Treasury Board for review and direction.

100. (*a*) No petition for an allowance shall be considered by the Board unless submitted in writing by an applicant, except as otherwise provided in these Regulations. The petition shall be in such form and submitted through such channels as may from time to time be directed by the Board. G.O. 434 / 1944

(*b*) Notwithstanding the foregoing if any person (other than the wife of an officer whose domestic relations with her husband are normal) files notice in writing on his or her own behalf or on behalf of any child or children alleging a dependency relationship as defined herein, notice of the claim shall be given the officer or man, and, if he accepts the person or child as a dependent an award may be made. In such a case or if he denies responsibility or fails within a reasonable time either to accept or deny the alleged relationship or fails to carry out his obligation the Board shall decide what, if any, allowance may be granted, and the Board may order a compulsory assignment of pay, in the case of an officer up to fifteen (15) days' pay of rank per month, but not exceeding one hundred dollars ($100) per month, and in the case of a man up to fifteen (15) days' pay of rank per month, for the benefit of the dependent or dependents. The amount of award in cases which fall within Provisos (iii) and (iv) to Article 101 shall not exceed the amount therein provided for and the Board in such cases may order a compulsory assignment of pay without awarding any allowance with respect thereof.

(*c*) Where an officer has made application for an award of dependents' allowance for a dependent (other than a wife with whom his domestic relations are normal, or other than his children by such wife), the Board shall decide what, if any, allowance may be granted and the Board may order a compulsory assignment of pay up to fifteen (15) days' pay of rank per month, but not exceeding one hundred dollars ($100) per month, for the benefit of the dependent or dependents. The amount of award in cases which fall within Provisos (iii) and (iv) to Article 101 shall not exceed the amount therein provided for and the Board in such cases may order a compulsory assignment of pay without awarding any allowance with respect thereof.

101. (i) Dependents' allowance will not be paid on behalf of an officer or soldier for dependents in excess of a total of three except as provided in the sub-paragraph next following. G.O. 486 / 1944

(ii) Dependents' allowance may be paid on behalf of an officer or soldier for a wife and divorced wife and not more than six dependent children. In addition, dependents' allowance may also be paid for a mother or father under the terms of paragraph (*c*) hereof who may qualify under the terms of these regulations. For the purpose of this paragraph "wife" shall mean a lawful wife according to the law of Canada. In any case, however, in which competent legal authority has advised the Board that in its opinion the evidence does not satisfactorily establish the status of a lawful wife but that the dependent and the officer or soldier concerned had gone through a ceremony of marriage recognized as such by the law of Canada, the Board may, at its discretion and for the purpose of giving effect to the spirit and intent of Article 98 of these regulations, recognize such de- G.O. 434 / 1944 G.O. 186 / 1944

	Per month
Officers above the rank of Major	$62 20
Major	57 20
Captain	52 20
Lieutenant and 2nd Lieutenant	47 20
Warrant Officer, Class I	42 20
All other ranks	37 20

G.O. 63 / 1944

(Effective 9th December, 1943.)

(*b*) For a dependent son to the age of 16 years and for a dependent daughter to the age of 17 years and if such child is following and is making satisfactory progress in a course of instruction approved by the Board, an allowance may be paid until such child reaches his or her nineteenth birthday. Also for a dependent son or daughter of any age when such child is unable, owing to physical or mental infirmity, to provide for his or her own maintenance. G.O. 486 / 1942

For the first such child	$13 92
For the second such child	12 00
For the third such child	10 00
For the fourth such child	8 00
For the fifth such child	8 00
For the sixth such child	8 00

G.O. 63 / 1944

(*c*) For any other dependent relative, of an officer or man holding rank as shown below, who may qualify within the terms of these regulations:— G.O. 486 / 1942

Officers above the rank of Major	$30 00
Major	25 00
Captain	25 00
Lieutenant and 2nd Lieutenant	25 00
Warrant Officer, Class I	25 00
All other ranks	25 00

(Effective 1st January, 1943.)

For the purpose of this subparagraph "other dependent relatives" shall mean:—

(i) Widowed mother or widowed foster mother, if the officer or soldier is her "sole or partial support."

(ii) Mother or foster mother who is living apart from her husband or ex-husband for any reason, including a decree of divorce, if such husband has not been supporting her for such a period of time as, together with other circumstances, make it reasonable to conclude that the officer or soldier is her sole or partial support. G.O. 489 / 1944

(iii) Mother or foster mother, whose husband is alive but totally incapacitated from earning a living if the officer or soldier is her "sole or partial support."

(iv) Mother or foster mother, as described in (i), (ii), or (iii) above, who is mainly dependent on two sons, both of whom are members of the Canadian Active Service Force. If one of the above sons dies on active service and no pension is granted in respect of him, the allowance will be continued on account of the other son so long as he is her main support.

(v) Mother or foster mother, such as described in (i), (ii) or (iii) above, who is dependent on three or more sons, three of whom are members of the Canadian Active Service Force. If one or more of the above sons dies on active service and no pension is granted in respect of him, the allowance will be continued on account of one of the other sons.

(vi) Father or foster father whose wife is dead and who is totally incapacitated from earning a living, if the officer or soldier is his "sole or partial support."

(vii) Father or foster father whose wife is dead and who is totally incapacitated from earning a living and mainly dependent on two sons both of whom are members of the Canadian Active Service Force. If one of the above sons dies on active service and no pension is granted in respect of him, the allowance will be continued on account of the other son so long as he is the main support.

(viii) Father or foster father whose wife is dead and who is totally incapacitated from earning a living and dependent on three or more sons, three of whom are members of the Canadian Active Service Force. If one or more of the above sons dies on active service and no pension is granted in respect of him, the allowance will be continued on account of one of the other sons.

(ix) Brother to the age of sixteen years and sister to the age of seventeen years and for a brother or sister of any age when such brother or sister is unable owing to physical or mental infirmity to provide for his or her own maintenance and who were prior to the enlistment or appointment of the applicant bona fide members of the household of the applicant, if the applicant is their "sole support." (Effective 1st September, 1941.) G.O. 50 / 1942

(x) Divorced wife, if the officer or soldier is under a legal obligation to contribute to her support.

Provisoes—

(i) No dependent may receive more than one class of allowance for his or her welfare;

(ii) No dependent may receive concurrently an allowance authorized on behalf of more than one member of the Military Forces of Canada;

(iii) (*a*) When a wife is separated from her husband by reason of judicial decree of separation from bed and board, formal separation agreement, or as a consequence of any court order or written agreement, she may be deemed eligible to receive in the case of a soldier only the amount the soldier is obligated to provide and the assignment of pay shall be applied first to provide the said amount, and in the case of an officer she may be deemed eligible to receive as dependents' allowance only the amount the officer is obligated to provide less an amount equal to an assignment of fifteen days' pay of rank per month of the officer or one hundred dollars ($100), whichever is the lesser amount, but if the amount such officer is obligated to provide is less than fifteen days' pay of rank per month or one hundred dollars ($100) whichever is the lesser amount, no dependents' allowance will be issuable. G.O. 434 / 1944

(*b*) When a woman has been separated from her husband by divorce or annulment of marriage and he is under a legal obligation to contribute to her support, she may be deemed eligible to receive only the amount the officer or soldier is obligated to provide, and if the officer or soldier is unmarried and has no other dependent for whom dependents' allowance is being issued under Article 101(*a*) or (*b*), the assignment of pay shall be applied first to provide G.O. 434 / 1944

or (*b*), the assignment of pay shall be applied first to provide the said amount, and in the case of an officer she may be deemed eligible to receive as dependents' allowance only the amount the officer is obligated to provide less an amount equal to the assignment of 15 days' pay of rank per month of the officer, but if the amount such officer is obligated to provide is less than 15 days' pay of rank per month, no dependents' allowance will be issuable.

(*c*) When a woman has been separated from her husband by divorce or annulment of marriage and he is under a legal obligation to contribute to her support, if the officer or soldier has married again and he has another dependent who is receiving dependents' allowance under Article 101 (*a*) or (*b*), the divorced wife shall be eligible to receive only the amount the officer or soldier is obligated to provide and the assignment of 5 days' pay of rank per month shall be first applied to provide the said amount. Allowances to the present wife shall not be curtailed as a consequence of any payment to the divorced wife.

(*d*) Any residue of an allowance which, except for this proviso, might be paid, may in the discretion of the Board be applied for the benefit of any child who by such order or agreement remains a responsibility of the husband, but the maximum amount which may be awarded for the benefit of the child shall not have the effect of increasing the $12 allowance to a total amount in excess of $20.

(iv) When a wife is living apart from her husband, and no written agreement exists, the Board shall make an investigation and apply the procedure provided by (iii) of this article to the extent it deems fair and just; G.O. 402 / 1942

(v) When a daughter or other female relative comes within the class subject to the allowance rate under paragraph (*a*) of this article, and she serves at an agreed rate of remuneration, either in money or in kind, or partly in one and partly in the other, the award to her and to the other dependents shall be as the Board may determine;

(vi) Where an applicant has a dependent child as defined by these Regulations but has not a wife or a dependent female relative responsible for the care and management of the home for such dependent child or where the applicant's wife is not herself in receipt of a dependents' allowance, the Board may, in its discretion, make an award for the welfare of such child not exceeding $20 a month for each such child, nor in total for three such children $50, four such children $60, five such children $70, or six such children $80. (Effective 1st January, 1943.) G.O. 402 / 1942 G.O. 267 / 1941 G.O. 486 / 1942

(vii) In dealing with applications for allowances for "other dependent relatives," described in clauses (i), (ii), (iii), and (vi) of sub-paragraph (*c*) of this Article, an allowance may be granted to such dependent relative, provided that, in the opinion of the Board, such relative is in a dependent condition and that the applicant has contributed wholly or to a substantial extent to the maintenance of such relative during a reasonable period of time immediately preceding enlistment; provided further that, even where the applicant has not actually so contributed, the Board may, in its discretion, make a special allowance (not in any case exceeding the maximum amount specified in sub-paragraph (*c*) of this article) in a case where, in the

opinion of the Board, the applicant would have so contributed but was prevented from doing so by circumstances beyond his control.

And provided further that an officer on whose account dependents allowance is issuable to any "other dependent relative," must assign to the recipient of an award of dependent's allowance not less than five days' pay of rank per month.

102. No allowance shall be granted:—

(*a*) To a person who is already in receipt of a dependent's allowance;

(*b*) To a person, other than a wife, if, in the opinion of the Board, responsibility for the welfare might reasonably be presumed to rest on some person other than the officer or man;

(*c*) To a person who has income from any source greater than Sixty-five dollars ($65) per month, provided that if a person has income less than Sixty-five dollars ($65) per month, any allowance awarded, together with such income, shall not exceed Sixty-five dollars ($65) per month. This paragraph shall not apply, however, in respect to— G.O. 434 / 1944

(i) a person eligible to receive allowance under sub-paragraphs (*a*) and (*b*) of Paragraph III of Article 101.

(ii) a woman eligible under Article 117, with dependent children, if need is established;

(iii) a divorced wife to whose support an officer or man is under a legal obligation to contribute, if need is established.

(iv) income received from pay assigned by a member of the Naval, Military or Air Force of Canada, unless the Board in its discretion otherwise decides.

(*d*) To a person who is maintained in an institution at public expense unless the Board in its discretion decides that an allowance should be granted. G.O. 434 / 1944

(*e*) To a wife who is living apart from her husband and he has not contributed, if in a financial position so to do, in the six months preceding appointment, or enlistment, an amount equal to or in excess of any assignment of pay which he may authorize to be paid to her in the six months next following the making of a pay assignment in her favour; provided that if the separation occurred within the said six months' period the Board may grant an allowance to the wife based on the monthly allowance contributed by the husband if in a financial position so to do during such period of separation.

(*f*) To any person who, in the opinion of the Board, is morally unworthy to receive it;

(*g*) To the wife of

(i) an officer below the rank of Captain under twenty years of age, G.O. 531 / 1944

(ii) a Warrant Officer under the age of twenty years, and

(iii) a Non-Commissioned Officer or man

who subsequent to appointment or enlistment marries without first obtaining the permission of his Commanding Officer, unless approval of such marriage is later given by his Commanding Officer:

Provided the Board may, in its discretion, make an award of Dependents' Allowance, notwithstanding that no permission to marry has been granted or become effective, where an officer or man has married Overseas on or after March 1, 1945, and has been struck off strength subsequent to his marriage. Such award may be made effective as of the date of marriage or at such later date as the Board deems just. G.O. 88 / 1946

(*h*) When the applicant is simultaneously in receipt of remuneration in any form from a Public Authority other than as provided in sub-paragraph (ii) hereof and such remuneration is in excess of the maximum monthly allowance which may be authorized by these regulations, but an allowance to the comparative total may be granted when such remuneration is less; provided that:— G.O. 318 / 1943

(i) The foregoing shall not apply when the applicant is an employee of a Public Authority and such Public Authority in its benevolence sees fit to pay such applicant during his military service an amount equal to the excess of his salary from such Public Authority at the time he enlisted or responded to a call for military service, over the total amount of his pay and all allowances for which he and his dependents would otherwise be eligible under these regulations.

(ii) Wives of members of the Defence Forces of Canada who are themselves appointed to or enlist in such Defence Forces, shall not, by reason of such appointment or enlistment, be precluded from receiving dependents' allowance, so long as the total of their pay and any such dependents' allowance does not exceed $2,100 per annum, provided, however, that if her marriage to a member of the Defence Forces took place after her own appointment to or enlistment in the said Forces, a wife shall not be eligible to receive dependents' allowance until after the expiration of six months from the date of such marriage. (Effective 1st July, 1943.)

103. Except as provided in Article 103A, no award shall become operative, in the cases of W.Os., N.C.Os., and men, unless an assignment of not less than fifteen days' pay of rank per month is made by the applicant in favour of the dependent: Provided, when an applicant is divorced and has a wife, child or other person dependent on him, and he is obligated to pay alimony to his divorced wife, the applicant will be required to assign an additional five days' pay of rank to such divorced wife in whole or partial satisfaction of his obligation under the alimony order. (Effective 1st November, 1941.) G.O. 307 / 1945 G.O. 50 / 1942

103A. Notwithstanding anything contained in these regulations, where a soldier, who has made an assignment of pay to any of the persons specified in the penultimate paragraph of Article 88(5), marries and fails, during the month in which the marriage takes place, to make application, supported by the prescribed qualifying assignment, for an award of dependents' allowance to his wife, the Board may grant an award to the wife effective not more than sixty days prior to the date upon which an application supported by such an assignment is in fact made, if, in the opinion of the Board, failure to make application for an award and to execute the qualifying assignment was not due to negligence on the part of the soldier concerned. (Effective 1st January, 1945.) G.O. 307 / 1945

104. Unless application is made for an allowance within sixty days of appointment or enlistment, no arrears of the allowance will be issued for the period prior to the first day of the month in which the application was made: Provided, this shall not apply to awards to wives and legitimate children.

105. Except as provided in Article 103A, when an unmarried officer or man has a dependent receiving an allowance, and he makes application for a revision of the allowance on the ground of marriage, any new award shall take effect from the standard date next following that for which an allowance cheque was last issued. G.O. 307 / 1945

106. The Board may review, rescind or vary any award made by it, and may direct that any award, whether made by it or by other authority, be suspended while an investigation is made or the award reconsidered.

Payment of Allowances

107. It shall be a duty of the Comptroller of the Treasury to maintain financial accounts in such form as will control the payment of allowances and provide the Board with such financial information as it may require.

108. The payment of allowances shall be made monthly in arrears, and on such standard date as the Board may from time to time direct.

109. No dependent's allowance may be paid for a period prior to appointment or enlistment: Provided, until the Board otherwise directs, and, in the case of W.Os., N.C.Os., or men, upon the applicant making an assignment of not less than fifteen days' pay of rank per month, on receipt of notice from the competent military authority that the officer or man has petitioned for a dependent's allowance and, in the case of W.O.s., N.C.O.s, and men, has authorized the necessary assignment of pay, the Comptroller of the Treasury may pay the equivalent of an allowance permissive to be awarded by the Board to the wife and legitimate children. The Comptroller shall cease making payment to any such dependent—

(*a*) On instructions of the Board, or

(*b*) After an examination of the registries which should contain a record of the marriage, or by other inquiries, he is unable to satisfy himself that it may reasonably be presumed that a marriage has been solemnized between the applicant and the recipient of the allowance.

110. All allowances included in an award shall be paid to the principal dependent: Provided that the Board may authorize one or more cheques to be issued when of the opinion that it is in the public interest.

111. (1) When the officer or man is the only living parent, or where the residence of the mother if surviving is unknown or where she has

been proven to the satisfaction of the Board to be incompetent of giving a child proper care, or where his child is in his sole custody, he may designate a person or a child caring agency recognized as such by the appropriate Public Authority, to whom the allowance for the child may be paid. If the applicant fails to do so or the Board considers that the person designated by the applicant is incompetent then the Board may designate a person to receive the dependents' allowance and assigned pay for the benefit of such child or it may direct that the moneys be paid to the local official guardian of Infants' Estates or to a child caring agency recognized as such by the appropriate Public Authority. G.O. 49 / 1941

(Effective 1st December, 1940.)

(2) If the Board designates a person or agency to administer allowances and assigned pay for the benefit of the dependent, such person or agency shall hold and administer the allowances and assigned pay so received from time to time subject to the direction of the Board and shall be accountable to the Board only for the proper disbursement thereof and shall render an accounting thereof to the Board from time to time in the manner and as required by the Board. G.O. 293 / 1941

This regulation shall have force and effect as of and from the first day of December, 1940.

112. An allowance shall be ordered suspended by the Board when—

(*a*) A dependent female, other than the wife, marries;

(*b*) A dependent becomes eligible, by a change of status, to be considered as a dependent of another member of His Majesty's Forces;

(*c*) A dependent is maintained in an institution at the expense of a Public Authority;

(*d*) A dependent ceases, for any reason, to be a family responsibility of the original applicant;

(*e*) A dependent neglects or abandons the domestic responsibilities, in consideration of which an allowance was awarded;

(*f*) A dependent is, in the opinion of the Board, morally unworthy of public assistance by means of an allowance;

(*g*) The pay of the officer or man is stopped or forfeited on account of absence in excess of twenty-one days. And the Board shall forthwith reconsider the award and may make such new award as may be necessary and determine the effective date of the suspension of the allowance.

113. (1) An allowance shall cease as of the date that—

(*a*) The officer or man in whose interest the allowance was paid is retired or is discharged; G.O. 172 / 1939

(*b*) The dependent has died or otherwise ceased to be eligible to receive an allowance. If the cheque for the month in which the allowance ceases has been delivered to the post office, prior to notice being given to the Comptroller of the Treasury of the termination of the Allowance, and the terminating date does not antecede by more than six days the last day of the month, no repayment shall be demanded unless the Board so directs. The proportionate amount of monthly allowance due to a dependent at the date of death shall not form part of the estate of the deceased dependent. G.O. 28 / 1939 G.O. 89 / 1940

The Board may, in its discretion, direct the payment of the proportionate amount of allowance due to a dependent at date of death, in whole or in part, to any person who has partially maintained such dependent, or towards the expenses of dependent's last illness and burial, or may direct that such proportionate amount of allowance be recredited to the Consolidated Revenue Fund of Canada.

(2) When an officer is cashiered or is dismissed from the service, or when a man is discharged with ignominy, the allowance shall cease on the date when such cashiering, dismissal or discharge becomes effective. G.O. 147 1943

(3) When an officer or man is granted leave of absence without pay and allowances, the amount of dependent's allowance payable with respect to the month in which such leave of absence occurs shall be reduced by an amount of the same proportion to the monthly rate of allowance as the number of days of such leave of absence in the particular month bears to the number thirty.

(4) An overpayment of dependent's allowance resulting from such allowance being paid beyond the date on which it ceases, or in respect of a period of leave of absence without pay and allowances, as provided in the preceding paragraphs of this article, shall be recoverable from such pay credits, if any, of the officer or man in whose interest the allowance was paid, as remain unpaid, and from no other source except as hereinbefore provided in this article.

113A. (1) When an officer or soldier in respect of whom dependents' allowances are in issue dies or is officially reported missing, the Board may make monthly payments to the dependent or dependents comprising the dependents' allowances in issue and the supplements, as below described, for the period of six months following that in which the officer or soldier dies or is reported missing. G.O. 147 1943

(*a*) *Supplements to Officers' Dependents*

(i) When allowances are in issue under Article 101(*a*) and/or (*b*) only, up to fifteen days' pay of rank.
(ii) When allowances are in issue under Article 101(*c*) only, up to fifteen days' pay of rank.
(iii) When allowances are in issue under Article 101(*a*) and/or (*b*) and also under Article 101(*c*), up to twenty days' pay of rank.
(iv) When allowances are in issue under Article 117 or 119 only, up to fifteen days' pay of rank.
(v) When allowances are in issue under Article 117 or 119 and also under Article 101(*a*), 101(*b*) or 101(*c*), up to twenty days' pay of rank.

Provided that in cases where the assigned pay in issue to the dependents prior to the casualty was less than the supplements referred to above, the assigned pay previously in issue shall be substituted for the supplements, unless, in the opinion of the Board, such greater supplements are necessary for the proper support of the dependents. When supplements are granted in these circumstances, the Board shall order the necessary compulsory assignments of pay retroactively if the officer is subsequently found to be alive.

(*b*) *Supplements to Soldiers' Dependents*

By the amount of compulsory assignments, to support awards of dependents' allowances.

(2) Should dependents' allowance not be in issue to a person or persons to whom pay has been assigned at the time the officer or soldier is officially reported dead or missing, the Board shall investigate, and if dependency is established, may put into effect the monthly payments referred to in para. (1) or such lesser amounts as may be considered equitable, and shall order any necessary compulsory increase in assigned pay retroactively if the officer or soldier is subsequently found to be alive.

(3) In any case where the monthly payments to the dependent of a soldier would be less than the maximum pension rate payable on the death of the soldier, the Board shall pay to the dependent such maximum pension rate in lieu of the said monthly payments.

(*b*) *Supplements to Soldiers' Dependents*

By the amount of compulsory assignments, to support awards of dependents' allowances.

(2) Should dependents' allowance not be in issue to a person or persons to whom pay has been assigned at the time the officer or soldier is officially reported dead or missing, the Board shall investigate, and if dependency is established, may put into effect the monthly payments referred to in para. (1) or such lesser amounts as may be considered equitable, and shall order any necessary compulsory increase in assigned pay retroactively if the officer or soldier is subsequently found to be alive.

(3) In any case where the monthly payments to the dependent of a soldier would be less than the maximum pension rate payable on the death of the soldier, the Board shall pay to the dependent such maximum pension rate in lieu of the said monthly payments.

(4) If at the end of the period of six months the officer or soldier is still reported missing or should the eligibility of his dependent or dependents for pension be undetermined at that time, monthly payments referred to herein shall be adjusted to the amount of the maximum pension rate which would be payable on the death of the officer or soldier and may be paid to the dependent or dependents until status is determined.

(5) If a pension is awarded to such dependent or dependents prior to the expiration of the period of six months, the payments under this Article shall cease, but if the pension awarded is less than the monthly payments, a grant amounting to the difference between the monthly payments and pension for the remainder of the six months shall be issued in a lump sum to the dependent or dependents.

(6) If an officer or soldier reported as missing is subsequently found to be alive, payment of the assignments in effect immediately prior to his having been reported missing will forthwith be resumed, subject to any variation or modification in the amount of the payments so resumed as the officer or soldier is permitted to make under these regulations. In the event of the amount of any such assignment in effect immediately prior to the officer or soldier having been reported missing exceeding the amount of the supplement ordered by the Board pursuant to the provisions of this article the amount of such excess for the period during which such supplement was being paid shall be forthwith payable in respect of the dependent to whom such supplement had been paid or was payable.

(7) When an officer or soldier reported as missing is subsequently found to be alive, all the amounts other than dependents' allowance paid in respect of the period during which he was alive but reported as missing, including the amount of any excess paid as provided for in paragraph (6) of this article, namely, the excess between the amount of assigned pay in effect immediately prior to his being reported as missing and the amount of the supplement, shall be recovered from the pay account of the officer or soldier concerned, provided that when payments at the maximum pension rate have been made pursuant to paragraph (3) of this article, there shall be recovered only an amount equal to the assignments in effect immediately prior to the soldier having been reported missing.

(8) If an officer or soldier in respect of whom payments have been made pursuant to the provisions of this article is reported to have died, such payments (including dependents' allowance) as have been made subsequent to the month in which death occurred shall be recovered from any pension awarded in respect of such death, but only in the event of the award of pension being made retroactive to the date of death and to the extent of the amount of pension payable for the period during which payments under this article were made but not otherwise. (Effective 1st September, 1939.)

(9) The provisions and conditions of this article will also apply in respect of personnel on Permanent Active Militia rates who die or are officially reported missing, with effect from the first of the month following the casualty and at the rates of monthly payments prescribed above, and for the purpose of this article the allowances in issue under the provisions of Pay and Allowance Regulations for the Permanent and Non-Permanent Active Militia 1937, will be deemed to be in issue under the appropriate article of Financial Regulations and Instructions for the Canadian Active Service Force. (Effective 1st September, 1939.) G.O. 116 / 1944

(10) Where the Assigned Pay in issue to the dependents prior to the casualty was greater than the supplement referred to in paragraph (1) hereof, and through delay in receipt of notification of the casualty by the Board, or through error, payment of the amount of such Assigned Pay is continued during the month following that in which the officer or soldier dies or is reported missing, the Board may in its discretion approve and confirm any such payment or may direct recovery thereof. (Effective 1st September, 1939.) G.O. 381 / 1945

114. When an officer or soldier is reported "Prisoner of War" or "Interned", any allowance granted on behalf of such person may continue in effect until otherwise directed by the Board. (Effective 1st January. 1941.) G.O. 166 / 1942

"General"

115. (1) The Dependents Allowance Board shall every twelve months or more frequently at the discretion of the Comptroller of the Treasury mail by registered post a form of statutory declaration to be completed by adult recipients of dependents allowance. If this declaration is not completed and returned within sixty days from the date of mailing, payment of allowance shall be suspended until the declaration is completed and delivered, and it is established that the dependent continues to be eligible to receive an allowance. G.O. 67 / 1942

(2) The text of the declaration shall be such as will disclose if any material change in status has taken place since the allowance award was made, and if any such change has occurred, the Board shall forthwith make an enquiry and it shall amend or revoke the award, as the circumstances may necessitate. (Effective 1st January, 1942.)

116. It is a duty of the Board to investigate from time to time all allowance awards, and to satisfy itself that the recipients continue to be eligible to receive the benefits of these regulations; and, for this purpose, the Board may require any official of the Government of Canada to assist by providing whatever information he may be able to provide or secure. The military authorities are responsible for furnishing such notices from the records of the military forces as may be necessary to apply and enforce the terms of these dependents allowance regulations.

117. The Board may take under consideration a petition from an applicant, or from the woman concerned, for the grant of an allowance to the woman when it is alleged: (*a*) That although they are not legally married they had lived for at least two years prior to the applicant's enlistment in domestic relations and the woman has been publicly represented as the wife of the applicant, (*b*) That she has been regularly supported on a bona fide domestic basis during the period by the officer or man, and (*c*) That the woman is not commonly regarded as a loose character. The Board shall make a thorough investigation, and if it decides that the woman is worthy of an allowance it may authorize an allowance for such amount as it deems reasonable, but not exceeding the rate authorized for a wife under article 101 (*a*). Such award may take effect from the effective date of the assignment of fifteen days' pay per month to the woman, or from such later date as the Board may decide. G.O. 41 / 1940

118. No allowance may be assigned, charged, attached, anticipated, commuted or given as security, and the Board may, in its discretion, refuse to recognize any power of attorney granted by a dependent with reference to the payment of an allowance.

119. Notwithstanding any provision of these regulations, whenever the Board is of the opinion that a state of dependency exists, and that the granting of an allowance is in the public interest, but the board lacks authority to make an award, it may make a recommendation to the Treasury Board, and if that body concurs, the matter shall be decided by the Governor in Council, but no such grant by the Governor in Council shall be construed as broadening the terms of these regulations.

120. In the event of any award being made as a result of any misrepresentation, it shall be vacated, and if there has been wilful misrepresentation or fraud by an applicant, recoveries of any amounts improperly paid under the award shall be made by the Comptroller of the Treasury, either forthwith or by instalments from any moneys which are or may be payable to the applicant or the dependent by the Government of Canada; Provided that the vacating of an award shall

of the Treasury either forthwith or by instalments from any moneys which are or which may become payable to the applicant by the Government of Canada, and where such fault has been that of the recipient, from any moneys so payable to the recipient, except from pay assigned to the recipient by a member of the armed forces; provided that the vacating of an award shall not be a bar to the Board making a new award with respect to the same dependent if the Board considers it would be in the public interest so to do.

121. In awarding allowances under these Articles, the Board may take into consideration the relevant policies and practices followed by the Canadian Pension Commission in the administration of the Pension Act and in its discretion may refer individual cases to the Canadian Pension Commission for an opinion.

Allowance for Period of Commuted Leave

122. Where the dependent of an officer or soldier is in receipt of an allowance at the time any unexpired portion of Disembarkation and/or Annual Leave for which such officer or soldier is eligible, is commuted in accordance with the provisions of Article 80A, such dependent shall, in respect of the period of commuted leave, be eligible for an allowance bearing the same relation to the total monthly allowance in issue at the time of his retirement or discharge as the number of days of commuted leave bears to the number 30. (Effective 19th April, 1945.) G.O. 255 / 1945 G.O. 375 / 1945

122A. Notwithstanding anything contained in these Regulations the Dependents' Allowance Board may in its discretion and upon such terms and conditions as it may specify continue to pay dependents' allowance to a dependent of an officer or man who has been retired or discharged if such dependent:— G.O. 342 / 1945

(*a*) is entitled to transportation as authorized by Order-in-Council P.C. 6422 dated 12th August, 1944, and has applied to proceed to Canada, but has been prevented from so doing by non-availability of shipping or Government regulations, and

(*b*) was in receipt of dependents' allowance immediately prior to the retirement or discharge of the officer or man

up to and including the last day of the month in which such dependent embarks for Canada.

PART VIII

STAFF AND SPECIAL RATES OF PAY

(Articles 123-128)

PART VIII

STAFF AND SPECIAL RATES OF PAY

Grading for Pay

123. An officer appointed to a staff or administrative appointment in the Canadian Active Service Force shall be entitled to the rate of pay as set out in the undermentioned classifications for his appointment, provided, however, that an officer holding such appointment may, if more beneficial for him, be paid at the rates of pay and allowances prescribed for the temporary substantive rank held by him in the Force. G.O. 155 / 1940

Classification of Rates

124.

	Rates per Diem
Class 1	$ 24 00
Class 2	20 00
Class 2A	18 50
Class 3	17 00
Class 4	16 00
Class 4A	14 50
Class 5	13 00
Class 6	12 00
Class 7	10 00
Class 8	9 00
Class 9	8 00
Class 10	7 50
Class 11	6 00

Classification of Appointments

125.

Class 1:
Class 2: G.O. 164 / 1943
Class 2a.
Class 3: D.O.C.
J.A.G.
P.M.G.
D.G.M.S.
D.M.S. Great Britain
Deputy Head of a Branch
Brigadier, G.S.
D.A. & Q.M.G. (Corps)
D.A.G. (C.M.H.Q.)
D.Q.M.G. (C.M.H.Q.)
Comd. C.F.C.
} If Brigadier.

Class 4: D.D.M.E. (Army)
D.D.M.S.
Comdr. Gp. Hq. C.R.U.
D.D.S.T. (Army)
C.S.O. (Army)
D.D.O.S. (Army)
Director
C.P.M., C.M.H.Q.
} If Brigadier

G.O.210 / 1945

Deputy Head of a Branch
D.G.M.S. } If Colonel
P.M.G.

C.R.C.A. (Div.)
C.C.R.A. (Corps)
Comd. Med. Arty. (Corps or Army)
C.E. Corps
Comd. Bde.—Inf. Bde.—Armd. Bde.—Army Tk. Bde.—Support Gp. A.A. Bde.

Class 4a: Director
Military Secretary
Comd. Gp. HQ. C.R.U.
A.D.A.G., C.M.H.Q. — G.O. 273 / 1945
A.D.Q.M.G. (C.M.H.Q.)
D.D.S.T. (Corps)
D. of Q.M.G. Services (C.M.H.Q.) — G.O. 84 / 1946
D.D.M.S. (C.M.H.Q.)
D.O.S. (C.M.H.Q.)
D.D.O.S. (Army)—If Colonel — G.O. 398 / 1944
D.D.O.S. (Corps)
D.D. Survey (Army)—If Colonel — G.O.210 / 1945
C.P.M., C.M.H.Q.—If Colonel
O. i/c 2nd Echelon
D.A.D. of Arty. (Army)—If Colonel — G.O. 393 / 1944
D.D.M.E. (Corps)
P.M. (Provost) (Army)
Director of Edn. (Overseas)—If Colonel — G.O. 210 / 1945
D.D.O.S. (C.M.H.Q.) (Effective 11th December, 1944)

Class 5: Tech. Staff Officer, 1st Grade
G.S.O.1.
A.A. & Q.M.G.
A.Q.M.G.
A.D.M.S.
A.A.G.
A.D. Hygiene — G.O. 155 / 1946
D.D.D.S. (Navy) (Effective 1st April, 1946)
D.D.D.S. (Air Force) (Effective 1st April, 1946)
D.D.D.S. (C.M.H.Q.) (Effective 15th May, 1946)
D.D.M.M. (C.M.H.Q.)
C.R.E. (Army)
D.D. Survey (Army)—If Lieutenant-Colonel
P.M.C.T.
D.A.D. of Arty. (Army)—If Lieutenant-Colonel
A.J.A.G. (C.M.H.Q.)
A.M.S. (Army)
C.S.O.
D.P.M. (Provost)—If Colonel — G.O. 84 / 1946
D.J.A.G. (N.D.H Q.)
D.J.A.G. (Overseas)

Class 6: Assistant Director, if holding rank higher than Major. — G.O. 398 / 1944
Commandant, Concentration Camp (1st Class)
C.R.C.E. (Div.)—C.R.C.E. Corps Tps. to receive Regt'l rates.
A.D.O.S.
O.C. Div. Sigs.—O.C. Army & Corps Sigs. to receive Regt'l rates.
Senior O.M.E.
C.R.C.A.S.C. (Div.)—At Corps and Army to receive Regt'l rates.
A.D.S.T.
A.D.V.S.
A.D.D.S. (N.D.H.Q.) (Effective 1st April, 1946) — G.O. 155 / 1946
A.D.D.S (C.M.H.Q.) (Effective 15th May, 1946)

A.D. Survey (Corps)
A.D.P.S.
A.D. Labour—If Lieutenant-Colonel
D.P.M. (Provost)
A.C.P.M. (C.M.H.Q.)
A.P.C.
A.D.Q. & M. (C.M.H.Q.)
S.O.I. (C.M.H.Q.)
A.D.A.S. (C.M.H.Q.)
O. i/c Records (C.M.H.Q.)
A.D.M.E. (Army)
C.R.C.E.M.E. (Div.) } At Corps to receive
C.R.C.E.M.E. (Army Trps.) } Regt'l rates.

G.O. 210 / 1945

Class 7: Assistant Director
Tech. Staff Officer—2nd Grade
Commandant, Concentration Camp (2nd Class)
D.A. Chaplain General
G.S.O. 2
D.A.A.G.
D.A.Q.M.G.
D.A.D.M.S.
D.A.D. Hygiene
Brigade Major
D.A.A. & Q.M.G.
Brigade Major, R.C.A.
A.J.A.G. (District H.Q.)
A.J.A.G. (N.D.H.Q.)
D.J.A.
D.A.C.P.M.
Counter Bty. Off.

G.O. 210 / 1945

Class 8: D.A.D.S.T.
D.A.D.O.S.
D.A.D.P.S.
A.P.M.
S.O.R.C.E.—If Major
Staff Officer Signals
D.A.D.S.
D.A.D.T.
D.A.D.E.S. (C.M.H.Q.)
D.A.D. Survey (Army)
D.A. Controller Salvage (Army)
A.D. Labour (Army)
D.A.D.M.E.
Asst. to C.S.O.

Class 9: Tech. Staff Officer, 3rd Grade
G.S.O. 3
D.A.P.M.
Staff Captain
Capt. R.C.E. (Corps)
S.O.R.C.E.—If Captain
Aux. Serv. Off.
A.D.J.A.
Legal Off.
Claims Off.
Staff Officer, Artillery

Class 10: I.O. (Capt.)
Cipher Off. (Capt.)
Camp Commandant
A.D.C.—If Captain (Effective 1st February, 1945)

G.O. 210 / 1945

Class 11: A.D.C.—If Lieutenant
Staff Lieut.
I.O. (Lieut.)
Cipher Off. (Lieut.)
Orderly Officer.

(Effective 6th April, 1942.)

Officers holding appointments not classified

126. An officer holding a staff or administrative appointment for which a special rate of pay is not provided under the preceding articles may, if the Minister sees fit, be granted one of the special rates of pay embodied in the foregoing classification as the Minister may determine.

127.

128.

PART IX

REGIMENTAL RATES OF PAY AND ALLOWANCES—ALL ARMS (OFFICERS)

(Articles 129-143)

PART IX

REGIMENTAL RATES OF PAY AND ALLOWANCES—ALL ARMS OFFICERS

Rates of Pay

129. The following daily rates of pay are hereby authorized for all officers entitled to regimental rates of pay, with the exception of professionally qualified officers in the R.C.A.M.C. and the C.A.D.C., who are paid under the provisions of Article 133:—

*Lieutenant-General	$24 00	G.O. 211 1944
*Major-General	20 00	
*Brigadier	16 00	G.O. 25 1944
Colonel	12 00	
Lieutenant-Colonel	10 00	
Major	7 75	
Captain	6 50	
Lieutenant	5 00	G.O. 145 1939
2nd Lieutenant	4 25	

*(Effective 6th April, 1942.)
*(Effective 18th April, 1944.)

Conditions for Rank, etc., Governing Pay

130. (1) An officer is entitled to be paid in accordance with the rank or appointment which has been conferred upon him in the Force subject to certain limitations and regulations hereinafter prescribed. The rank or appointment which he holds in the Active Militia shall not govern the pay and allowances an officer is entitled to in the Canadian Active Service Force, except in the case of an officer of the Permanent Active Militia who may elect to receive pay under the provisions of Article 177.

(2) "Brevet rank" which has been granted to an officer does not entitle him to pay or allowances in excess of that authorized for temporary substantive or acting rank in the Force.

(3) "Temporary Substantive Rank" of an officer in these regulations means his confirmed rank in the Force, all ranks therein being temporary.

(4) "Acting Rank" of an officer means the higher rank in the Force which may be granted to an officer of a lower temporary substantive rank therein, while performing the duties of a higher rank or appointment (*See* Article 132).

(5) "Honorary Rank" does not confer any right to pay or allowances, except that chaplains will be entitled to the pay of the honorary rank granted. In any other case, if an individual is granted honorary rank pay and allowances will not be issued for the relative rank if the appointment is gazetted or authorized by the Minister "without pay and allowances."

Paymasters and Quartermasters

131. (1) An officer appointed as paymaster or quartermaster will be paid the rates of pay and allowances provided for his rank, but, except as provided in paragraph 3 of this article, a paymaster or quartermaster shall not receive a higher rate of pay than that of Captain. G.O. 309 1943

(2) An officer appointed as paymaster or quartermaster may draw dependents' allowance or other allowances at the rate prescribed for the rank which he holds in the Force.

(3) On the authority of, and under such conditions as may, from time to time, be approved by the Minister, paymasters and quartermasters may be promoted to the rank of Major and receive pay and allowances prescribed for that rank, but such promotions shall not exceed 7½ per cent of the total number of quartermasters (AF) and 7½ per cent of the total number of paymasters (Lieutenants and Captains) R.C.A.P.C. (AF). (Effective 1st July, 1943.)

Acting Rank

132. (1) An officer on regimental rates of pay and allowances who may be granted acting rank shall be entitled to the pay and allowances of such rank until the date the acting rank is relinquished.

(2) In the case of an officer who has been granted acting rank while specially employed, such acting rank will be relinquished when the officer ceases to fill the appointment for which such acting rank was granted.

(3) If an officer holding acting rank is taken prisoner of war, he shall continue to hold such rank for the period he is a prisoner of war and shall be paid therefor G.O. 25 / 1944

(4) When an officer holding acting rank is wounded by enemy action (including gassed) he shall be permitted to retain such acting rank for a period of 90 days from the date of incurring such disability including time spent in hospital. Otherwise acting rank shall be relinquished when the holder thereof is admitted to hospital (other than by sickness caused by alcoholism, or an offence under the Army Act, in which case acting rank will be relinquished immediately) at the expiration of 30 days from the date of admission to hospital, unless he has returned to his unit before 30 days have expired. (Effective 1st December, 1943.) G.O. 177 / 1944

Medical and Dental Officers

133. (1) The following rates of pay are hereby authorized for professionally qualified officers of the Canadian Dental Corps, and officers of the Royal Canadian Army Medical Corps who are carried on the General List of Medical Officers, R.C.A.M.C.:— (Effective 1st July, 1944.) G.O. 482 / 1944

	Per diem
Colonel	$12 50
Lieut.-Colonel	11 00
Major	9 25
Captain	7 50
Lieutenant	5 00

(2) In addition to the foregoing rates of pay, officers of the R.C.A.M.C. and C.A.D.C. will receive allowances at the same rates as officers of other arms of the service, and the officer in command of any hospital or institution in which the total personnel, including patients, under his command number five hundred or over, or if the hospital is equipped with five hundred beds or over, shall receive command pay of $1 per diem.

Nursing Services R.C.A.M.C.—Rates of Pay and Allowances

134. (1) Members of the nursing service will be entitled to pay and allowances as follows:— G.O. 203 / 1942

Matron-in-Chief—Pay and allowances prescribed for the rank of Lieutenant-Colonel.

Principal Matron—Pay and allowances prescribed for the rank of Major.

Matron—Pay and allowances prescribed for the rank of Captain.

Nursing Sister, Dietitian, Occupational Therapist and Physiotherapy Aide —Pay and allowances prescribed for the rank of 2nd Lieutenant. Subject to qualification and completion of six months service in appointment R.C.A.M.C. (Active) C.A., pay and allowances pre- G.O. 424 / 1943

scribed for the rank of Lieutenant. The latter rate will continue to apply in the cases of Nursing Sisters on strength C.A.S.F. as at 31st March, 1940.

Home Sister—Pay and allowances prescribed for the rank of 2nd Lieutenant.

(2) A Nursing Sister detailed under War Establishment as Assistant Matron, or a Nursing Sister in charge of a hospital of from 50 to 150 beds may, while so employed, receive additional pay of 50 cents per diem. (Effective 1st February, 1942.)

Command Pay

G.O. 181
1945

135. (1) In addition to regimental rates of pay, the officer in actual command of a regiment of cavalry or artillery, a battalion of infantry or other bodies of troops, numbering 500 or more, shall receive command pay at the rate of $1 per diem, subject to the conditions prescribed herein. In the case of hospitals, the officer commanding will be entitled to command pay if the total personnel, including patients, under his command number 500 or over, or if the hospital is equipped with 500 beds or over.

(2) The definition of strength of 500 or over governing the issue of command pay means the actual strength of the unit as shown by the daily parade states and includes all personnel attached to the unit for duty and discipline.

(3) In the case of depots, etc., with a normal strength under 500, command pay may be issued, on the recommendation of the district officer commanding, to such commanding officers as headquarters may consider proper, having regard to their duties and responsibilities and the number of men under their command.

(4) Officers commanding units, as referred to in paragraph (1) of this article, whose strength is normally above 500, may continue in receipt of command pay notwithstanding the strength of their units may decrease temporarily to less than 500 all ranks.

If, however, the average daily strength of any such unit is less than 500 for a period of two months, command pay will not be continued without special authority of headquarters, and the officer commanding such unit is responsible for notifying headquarters, through the regular channels, when these conditions arise.

(5) In the case of depots, etc., as referred to in paragraph (3) of this article, the continuation of command pay is at all times in the discretion of headquarters, and the district officer commanding in which such formation, etc., is located shall be responsible for bringing to the attention of headquarters any changed circumstances which might justify the discontinuance of command pay in such instances.

(6) An officer of the Permanent Force, if eligible for command pay as set out in this article, may either continue in receipt of his Permanent Force rates of pay and allowances without command pay, or may receive the pay and allowances of his rank in the C.A.S.F. with command pay.

(7) Officers in receipt of special rates of pay are not entitled to command pay.

(8) An officer authorized to draw command pay shall be entitled to continue in receipt of such pay for a period of thirty days while absent from his unit on account of duty, sickness, or leave. At the expiration of thirty days, he will cease to draw command pay, and the officer who is performing the duties of the officer commanding shall be entitled to receive such additional pay for the thirty-first and subsequent days of the commanding officer's absence. If the officer commanding vacates

his appointment, command pay will be issued to the officer placed in command temporarily, from the date of assuming command and so long as the appointment is vacant.

Claims for Command Pay

136. (1) Notification in district orders of appointments or changes in commanding officers will be sufficient authority to credit the accounts of the officers concerned with command pay, subject to the provisions of paragraph (2) below.

(2) Officers Commanding hospitals or casualty clearing stations whose establishments provide for less than 500 beds must submit returns monthly in arrear, to show the average daily strength of the personnel, including patients but excluding out-patients.

Claims will be paid on the average daily strength and not on the daily strength; For example—If the actual daily strength for the unit for the month is less than 500 a day, command pay will not be issuable for any period of the month when the daily strength may have been in excess of 500.

Adjutant's Pay

137. (1) An officer appointed as adjutant within the establishment of a unit will be entitled to 50 cents per diem in addition to pay of rank, but this does not apply to an assistant adjutant, or to an acting adjutant unless specially authorized under paragraph (2).

(2) In the case of units whose establishments do not provide for an adjutant, the additional pay will only be granted to the officer performing the duties of adjutant in such units as may be authorized by the adjutant-general, in consideration of the duties and responsibilities involved.

(3) The authority for crediting the officer concerned with additional pay through his pay account will be the publication of his appointment in district orders. G.O. 33 / 1940

(4) An officer in receipt of Permanent Force rates of pay, if eligible for adjutant's pay as above, may either continue in receipt of his Permanent Force rates of pay and allowances without adjutant's pay, or may receive the rates of pay and allowances of his rank in the C.A.S.F. with adjutant's pay.

(5) An officer authorized to draw adjutant's pay shall be entitled to continue in receipt of such pay for thirty days, under the conditions specified in article 141, and the officer performing his duties shall be entitled to adjutant's pay for the 31st and subsequent days during which he performs the duties.

138. Deleted.

139. Deleted. G.O. 181 / 1945

Additional Pay—Officers Extra-Regimentally Employed

140. (1) Officers, not above the rank of Colonel employed with headquarters of formations may receive additional pay of 50 cents per diem provided— G.O. 117 / 1945

(*a*) (i) such officers are filling vacancies for appointments within the war establishments of the headquarters of formations and are performing duties specifically pertaining thereto

or

(ii) Such employment has been approved by the Minister, as promulgated by headquarters.

(*b*) The names of such officers and particulars of appointments are published in orders;

(*c*) That officers so employed are not in receipt of—

(i) Special rates of pay

(ii) Command Pay or Adjutant's Pay. G.O. 181 / 1945

(Effective 6th April, 1942.)

(2) Additional pay will be credited automatically in the pay account of the officer concerned. G.O. 33 / 1940

Parachutists—Extra Pay

140A. (1) In addition to his regimental rate of pay, tradesmen's rates or any other additional pay to which he is entitled under these regulations (with the exception of flying pay provided by Articles 142 and 147A), an officer or soldier shall, in the circumstances set out in (*a*) or (*b*), hereunder, be granted extra pay as follows:— G.O. 450 / 1944

Officers	$2.00 per diem
Other Ranks	.75 " "

(*a*) While posted or attached to a Parachute Unit as a parachute jumper within the authorized War Establishment.

(*b*) While posted or attached to a Parachute Training Unit, an Airborne Unit or a Forward Observer Unit where parachute jumping is an essential part of his duty or training.

(2) Entitlement to the extra pay authorized by this Article shall take effect: G.O. 81 / 1945

(*a*) from the date of posting or attachment to the Parachute Unit, Airborne Unit or Forward Observer Unit: or

(*b*) from the date training in parachute jumping commences at a Parachute Training Unit, provided that this provision shall apply only to personnel attached or posted to such Units subsequent to 31st January, 1945,

and shall be continuous while parachute jumping is an essential part of the officer's or soldier's duty or training, but not beyond the date he ceases to be so posted or attached, except as set out in paragraphs (3), (4) and (5) hereunder. (Effective 1st February, 1945.)

(3) An officer or soldier who is entitled to parachutists' extra pay shall continue to be so entitled while a prisoner of war, or while absent from his normal duties on leave, on duty, or on a course of instruction.

(4) An officer or soldier in receipt of parachutists' extra pay shall continue to receive such extra pay while absent from duty or training:

(i) Because of injuries due to flying or parachute duties or wounds received in action against the enemy, for a period not exceeding 91 days.

(ii) Because of sickness or injuries not incurred as in (i) above for such a period not exceeding, in the case of—

Officers ..... 28 days
Other Ranks ..... 21 days

(5) If a soldier who is in receipt of parachutists' extra pay misconducts himself or is negligent in the performance of his duties, the commanding officer of his unit may revert him to the ordinary regimental rate of his rank.

(6) Officers Commanding the units concerned will be responsible that the initial entitlement of officers or soldiers to extra pay as authorized by this Article, and cessation of such entitlement where applicable, are published in Part II Orders. (Effective 1st July, 1943.)

Extra Pay—Airborne Officers

140B. (1) Notwithstanding anything to the contrary contained in these regulations, in addition to his regimental rate of pay or any other additional pay to which he is entitled under these regulations (with the exception of parachutists' extra pay or flying pay provided by Articles 140A and 142 respectively), an officer shall be granted extra pay of 50c per diem:— G.O. 539 / 1944

While posted or attached to an Airborne Unit or Airborne Formation where an essential part of his duty involves flights in gliders or other aircraft but does not involve parachute jumping.

(2) Entitlement to the extra pay provided by this Article shall take effect from the date of posting or attachment to the Airborne Unit or Airborne Formation, as evidenced by relevant Part II Orders, and shall be continuous while an essential part of the officer's duty involves flights in gliders or other aircraft. Such extra pay shall not continue, however, beyond the date the officer concerned ceases to be so posted or attached, except that, in the circumstances set out in (*a*), (*b*) and (*c*) hereunder, such extra pay shall be continued for the periods stated:—

(*a*) While absent from duty suffering from injuries due to flying duties or wounds received in action against the enemy, for a period not exceeding 91 days.

(*b*) While absent from duty due to sickness or injuries not covered by sub-para. (*a*) above, provided such absence is not due to alcoholism or an offence under the Army Act, for a period not exceeding 28 days.

(*c*) If taken prisoner of war during the period he is a prisoner of war.

(Effective 1st April, 1943.)

General Conditions of Extra Pay

141. (1) An officer is not entitled to draw two rates of the same type of extra pay, notwithstanding that he may be performing extra duties for which extra pay is otherwise authorized. However, an officer shall be entitled to draw any one rate of extra pay of type "A" and one of type "B" concurrently, if qualified therefor: G.O. 181 / 1945

Type "A"	*Type "B"*
Command Pay	Flying Pay
Adjutant's Pay	Parachutists' Extra Pay
Additional Pay (Article 140)	Airborne Pay

(2) An officer in receipt of extra pay such as command pay or adjutant's pay, if absent from his unit on duty, on leave, or by reason of wounds, injury or sickness (other than venereal disease, alcoholism or an offence under the Army Act) may continue to receive such extra pay for a period of thirty days while so absent from his unit. At the expiration of thirty days if the officer has not returned to his unit and taken up the same duties as those for which the extra pay was granted, such pay will cease. In no case will extra pay be granted to an officer after thirty day's absence from his unit, except in the case of an officer granted leave pending retirement, when he will receive such extra pay for the last day of his retiring leave in order that it may be included for the purpose of calculating his pension. (Effective 1st February, 1940.) G.O. 181 / 1945 G.O. 286 / 1943

(3) An officer in receipt of additional pay while employed in accordance with Article 140 may continue to receive such pay for the full period of authorized absence from his unit on duty, so long as he continues to fill an appointment on the Headquarters of a Formation and to perform duties specifically pertaining thereto. If absence results from any other reason, the issue of additional pay will be governed by the same terms and conditions as are set forth in paragraph (2) of this Article for officers in receipt of command or adjutant's pay. G.O. 181 / 1945

Flying Pay—Officers

142. (1) Officers who are ordered to fly in the course of military duty or training will be entitled to additional pay of $2.00 for every day on which they fly pursuant to such orders.

Flying pay is not authorized for issue to officers for flights made in licensed commercial transportation aircraft as a means of ordinary travel in lieu of land or water transport. G.O. 126 / 1942

(2) Officers who, under the authority of the Minister, are attached or seconded to the Royal Canadian Air Force on active service for flying duty or flying instruction will be paid flying pay as provided in the Financial Regulations and Instructions for the Royal Canadian Air Force on Active Service for officers so attached or seconded, but will not be eligible for the additional pay authorized under clause (1) of this Article.

(3) Claims for flying pay under the provisions of the above mentioned regulations will be submitted on M.F.D. 840 to the District or Air Command Paymaster concerned, for necessary action towards payment. The following information must be shown on claim—

(i) Number of days flying;
(ii) Dates and actual periods of flying;
(iii) Certificate of superior authority that flying was necessary in connection with duty;
(iv) Certificate of Flying Officer in charge as to the number of flights.

Pay of Reserve Army Officers Attending Officers' Training Centres

143. (*a*) Notwithstanding anything to the contrary in any other regulations, an officer of the Reserve Army who has not been placed on Active Service but is detailed to attend an Officers' Training Centre with a view to qualifying for either a Reserve or Active Army appointment shall, from the date fixed for the commencement of such course and until he qualifies or fails in his examination or is removed from the course for any reason, be entitled to receive pay for the rank in which he is authorized to attend the O.T.C. at the corresponding Active Force rate issuable for such rank. G.O. 139 / 1942

(*b*) Dependents' allowance or outfit allowance will not be issuable unless and until such officers are placed on Active Service.

(*c*) The term "Officers' Training Centre" wherever used in this article includes, in addition to duly authorized Officers' Training Centres, any Advanced or Basic Training Centre or other unit which candidates for commissioned rank may be detailed to attend for a course leading to qualification for such commissioned rank in the Canadian Army, Active or Reserve. G.O. 430 / 1945

PART X

PAY OF WARRANT OFFICERS, NON-COMMISSIONED OFFICERS AND MEN

(Articles 144-176)

PART X

Pay of Warrant Officers, Non-Commissioned Officers and Men Regimental Rates of Pay

144. (1) The following daily rates of pay are authorized for warrant officers, non-commissioned officers and men of the Force:—

Conductor		("A") $4 20	
Master-Gunner, 1st Class			
Staff-Sergeant-Major, 1st Class			
Regimental Sergeant Major			
*Garrison Sergeant-Major			
*Camp Sergeant-Major			
Foreman of Works	Sergeant-Major		
Foreman of Signals			
Clerk Signals			
Draughtsman Signals			
Accountant Signals			
Mechanist			
Engineer Accountant			
Topographic Surveyor			
Lithographic			
Engineer Draughtsman			
Armament			
Armourer			G.O. 555 1944
Artisan			
All other Warrant Officers, Class I		("B") $3 90	
Master Gunner—3rd Class		3 10	
Regimental Quartermaster-Sergeant			
Staff Quartermaster-Sergeant			
Quartermaster-Sergeant			
Squadron, Battery or Company Sergeant-Major		3 00	
Warrant Officer, Class III		2 75	
Squadron, Battery or Company Quartermaster-Sergeant		2 50	
Staff-Sergeant			
Sergeant		2 20	
Lance-Sergeant		1 90	
Corporal or Bombardier		1 70	
Lance-Corporal or Lance-Bombardier		1 60	G.O. 486 1942
Trooper, Gunner, Driver, Sapper, Private, Trumpeter, Bugler or Drummer (over 17½ years of age)		1 30	
Trooper, Gunner, Driver, Sapper, Private, Trumpeter, Bugler or Drummer (over 17½ years of age), after 4 months' service and subject to the conditions of paragraph (3) of this Article		1 40	G.O. 88 1943
Trooper, Gunner, Driver, Sapper, Private, Trumpeter, Bugler or Drummer (over 17½ years of age), after 6 months' service, and subject to the conditions of paragraph (3) of this Article		1 50	
Boy		70	

*NOTE.—Subject to National Defence Headquarters Authority; otherwise to be paid under ("B"). (Effective 1st January, 1942.)

(2) Service as an "R. Recruit" or as a "Member H.D. of the Canadian Army" may count as qualifying service in this regard, provided there is no break between such service as an "R. Recruit" and/or as a "Member H.D. of the Canadian Army" and service in the Active Force. G.O. 486 1942

(3) Subject to such regulations as may from time to time be prescribed by the Minister, a commanding officer may grant the higher rate of pay provided for a Private soldier, etc., on completion of the required length of service as prescribed in paragraph (1) above, but only in case of good

conduct and if he considers the soldier to have reached the prescribed state of efficiency and to be otherwise worthy of advancement. It is not to be considered as an automatic award based on length of service only. Such higher rate must in every instance be published in Part II Orders. (Effective 1st January, 1943.)

(4) Service as "Boy" (under 17½ years of age) will not be counted as qualifying service for higher rates of pay provided for a private soldier, etc. (Effective 1st January, 1943.) G.O. 88 / 1943

Pay for Appointments of Warrant Officers and Non-Commissioned Officers

144A. (1) Warrant officers and non-commissioned officers will receive pay and allowances of their acting rank or appointment, including lance appointments, provided they are covering off a vacancy in an authorized establishment or are specially authorized by headquarters. The names of all acting warrant officers and non-commissioned officers will be published in Part II Orders of the unit concerned, with date appointment becomes effective, specifying whether or not they are eligible to receive pay and allowances as above; and relinquishment of acting rank or appointment, including lance appointments, with date effective, will similarly appear in Part II Orders. G.O. 482 / 1944

(2) The pay and allowances of a substantive warrant officer or non-commissioned officer who is a returned casualty, will continue at the rate allowed for his substantive rank, notwithstanding the fact that he may be filling a vacancy in an establishment for a lower grade.

(3) Warrant officers and non-commissioned officers holding acting ranks or appointments, including lance appointments (except as in (4) and (5) hereunder and those taken prisoner of war, vide Article 165 (4)), must revert to their permanent grade on ceasing to perform the duties for which such acting rank or appointment was granted.

(4) (*a*) Notwithstanding the provisions of sub-para. (3) above, whenever, for the purpose of being discharged, a warrant officer or non-commissioned officer ceases to perform the duties for which an acting rank was granted, confirmation of such acting rank will be effected immediately prior to date of discharge, and a soldier holding an appointment, including lance appointment, will be permitted to retain such appointment on discharge.

(*b*) If, however, discharge is for any of the following reasons, the individual concerned will revert to his permanent grade and in such cases Last Pay Certificates must clearly indicate the permanent rank or grade of the individual and the pay and allowances to which he is entitled in that rank or grade:

(i) Having been irregularly enlisted.
(ii) Having made a false answer on attestation.
(iii) Not likely to become an efficient soldier.
(iv) Having been convicted by civil power.
(v) For misconduct.
(vi) Having been sentenced to be discharged with ignominy.
(vii) Services being no longer required (Retention or relinquishment to be governed by Headquarters' instructions).

(5) When a soldier holding acting rank or appointment, including lance appointment, is wounded by enemy action (including gassed) he shall be permitted to retain such acting rank or appointment for a period of 90 days from the date of commencement of such disability, including time spent in hospital. Otherwise acting rank or appointment, including lance appointment shall be relinquished when the holder thereof is admitted to hospital (for reasons other than sickness caused by alcoholism or an offence under the Army Act, in which case such acting rank or appointment, including lance appointment, will be relinquished immediately) at the expiration of 30 days from date of admission to hospital unless he has returned to his Unit before 30 days have expired. G.O. 482 / 1944

(Effective 1st December, 1943.)

Pay and Allowances—Cadets

144B. (1) The designation of another rank selected to attend an Officers' Training Centre with a view to qualifying for a commission shall, during his attendance thereat, be "Cadet".

(2) A Cadet, while attending an Officers' Training Centre, shall, from the date fixed for the commencement of such course and until he is gazetted to commissioned rank, or until he fails in his examination or is removed from the course for any reason, receive the regimental rates of pay of his rank, acting rank or appointment, provided, however, that a "Cadet" shall not receive a lower rate of pay than $3.00 per diem. G.O. 539 / 1944

(3) (*a*) A candidate selected to attend an Officers' Training Centre as a Cadet whose substantive or acting rank is lower than Sergeant will be granted the acting rank of Sergeant with pay effective the date of departure from his unit. Such acting rank will be granted by the candidate's unit prior to his despatch and will be held up to and including the day prior to G.O. 430 / 1942 G.O. 539 / 1944

the date fixed for the commencement of the Officers' Training Course which he is to attend, at which time the candidate becomes entitled to receive the rate of pay provided for a Cadet, *vide* paragraph (2) above.

(*b*) A Cadet shall cease to draw tradesmen's rates or any other special rate of pay he may be receiving, not later than the day prior to that fixed for the commencement of the Officers' Training Course which he is to attend. (Effective 1st April, 1942.) G.O. 539 / 1944

(4) Notwithstanding anything to the contrary in any other regulations, other ranks of the Reserve Army who have not been placed on active service but are detailed to attend an Officers' Training Centre for the purpose of qualifying for appointment to a commission in the Canadian Army, shall be entitled to receive pay for substantive rank held in the Reserve Army at the corresponding Active Force rate issuable for such rank, provided, however, that a Cadet shall not receive a lower rate of pay than $3.00 per diem.

(5) Dependents allowance or clothing allowance will not be issuable to other ranks of the Reserve Army unless and until such personnel are placed on Active Service. (Effective 1st April, 1942.)

(6) The term "Officers' Training Centre" wherever used in this article includes, in addition to duly authorized Officers' Training Centres, any Advanced or Basic Training Centre or other unit which candidates for commissioned rank may be detailed to attend for a course leading to qualification for such commissioned rank in the Canadian Army, Active or Reserve. (Effective 1st April, 1942.) G.O. 430 / 1942

Definition of Pay

145. In connection with penal deductions and forfeitures, the terms "Pay" or "Ordinary Pay" include all pay, additional pay and tradesmen's pay, and the term "Allowances" means all allowances except dependents allowance.

Tradesmen's Rates of Pay

146. Soldiers of the Canadian Army, subject to such conditions and limitations as are authorized by the Minister and the provisions of Article 147, shall be entitled to receive tradesmen's rates of pay at the following daily rates:— G.O. 166 / 1942

Rank	Group A	Group B	Group C
All Warrant Officers, Class I ("A")	$4 95	$4 70	$4 45
All other Warrant Officers, Class I ("B")	4 65	4 40	4 15
Master Gunner, Third Class (Effective 1st April, 1946.) Regimental Quartermaster-Sergeant Staff Quartermaster-Sergeant Quartermaster-Sergeant	3 85	3 60	3 35
Squadron, Battery or Company Sergeant-Major	3 75	3 50	3 25
Warrant Officer, Class III	3 50	3 25	3 00
Squadron, Battery or Company Quartermaster-Sergeant, Staff Sergeant	3 25	3 00	2 75
Sergeant	2 95	2 70	2 45
Lance-Sergeant	2 65	2 40	2 15
Corporal or Bombardier	2 45	2 20	1 95
Lance Corporal or Lance Bombardier	2 35	2 10	1 85
Trooper, Gunner, Driver, Sapper, Private	2 05	1 80	1 55
Trooper, Gunner, Driver, Sapper, Private, after 4 months' service and subject to conditions in para. (3), Article 144	2 15	1 90	1 65
Trooper, Gunner, Driver, Sapper, Private, after 6 months' service and subject to conditions in para. (3), Article 144	2 25	2 00	1 75

G.O. 137 / 1946

G.O. 486 / 1942

(Effective 1st January, 1943.)

Conditions Governing Tradesmen's Rates of Pay

147. (1) The trades in which a soldier may qualify are shown in the War Establishments approved for the Canadian Army. A soldier filling a tradesman's vacancy in the appropriate rank and trade in the War Establishment may, if qualified and after having passed the approved tests for that trade, draw tradesmen's rates of pay for the highest group within his trade designation for which he qualifies. The tests for each trade and the method by which tests are to be carried out shall be as prescribed in "Instructions Regarding Trade Tests and Trade Testing 1944" prepared under the direction of the Chief of the General Staff. G.O. 166 / 1942 G.O. 339 / 1944 G.O. 117 / 1945 G.O. 81 / 1945

(2) A soldier shall be entitled to tradesmen's rates of pay upon the following conditions:—

(*a*) He has passed the appropriate trade test as laid down in "Instructions Regarding Trade Tests and Trade Testing, 1944." G.O. 117 / 1945

(*b*) Subject to the provisions of paras. 4 and 5 of this article he is filling a vacancy in the appropriate rank and trade in the War Establishment of his Unit.

(*c*) Subsequent to the 1st April, 1942, he has completed the basic training for his arm of the service.

(*d*) His entitlement to tradesmen's rates of pay has been published in the Part II orders of his unit.

(3) If a soldier who is in receipt of tradesmen's rates of pay is promoted and thereby ceases to occupy a tradesman's vacancy, he shall continue to receive the same rate of pay as he received prior to his promotion until such time as the rate of pay for any higher rank to which he may be promoted is greater than the rate of pay which he has been receiving at the time of his promotion. G.O. 339 / 1944

(4) A soldier who is entitled to tradesmen's rates of pay shall continue to be so entitled whilst prisoner of war or while absent from his normal duties on leave, on duty, on a course of instruction or because of wounds, injury or sickness except that caused by alcoholism or an offence under the Army Act. G.O. 25 / 1944 G.O. 377 / 1943

(5) Where a soldier would be qualified to draw tradesmen's rates of pay if he were filling an Establishment vacancy, he may be authorized to draw tradesmen's rates of pay under the following conditions: G.O. 467 / 1944

(*a*) While being held as an unposted reinforcement within quotas to be determined under the authority of the Adjutant-General, or

(*b*) When posted to an Operational Unit pending absorption as a tradesman within the Establishment of that or any other Unit for such periods and under such conditions as the Adjutant-General may prescribe.

(Effective 1st September, 1944.)

(6) A soldier may be granted a rate of tradesmen's pay lower than the maximum allowed for the particular trade capacity in which he qualifies, depending upon the classification he received under the provisions of "Instructions Regarding Trade Tests and Trade Testing, 1944." G.O. 117 / 1945

(7) If a soldier who is in receipt of tradesmen's rates of pay misconducts himself or is negligent in the performance of his duties, the Commanding Officer of his unit may reduce the rate or revert him to the ordinary Regimental rate of his rank. The Commanding Officer or higher authority may at any time order that soldiers be retested in their trades. If on any retest, a soldier fails to qualify as a tradesman or qualifies in a lower classification, his entitlement to tradesmen's rates of pay will be immediately adjusted accordingly.

(8) In special cases, and provided that paragraph (2), sub-paragraphs (*a*) and (*d*) have been complied with, tradesmen's rates of pay, as set forth in Article 146, may be authorized to be paid to a soldier specially employed as a tradesman under the authority of the Adjutant-General or the Senior Officer, Canadian Military Headquarters. (Effective 1st April, 1942.) G.O. 456 / 1942

Flying Pay—Warrant Officers, Non-Commissioned Officers and Men

147A. Flying pay is not authorized for issue to warrant officers, non-commissioned officers and men for flights made in licensed commercial transportation aircraft as a means of ordinary travel in lieu of land or water transport. (Effective 1st January, 1942.) G.O. 126 / 1942

(1) Warrant officers, non-commissioned officers and men who are ordered to fly in the course of military duty or training will be entitled to additional pay of 75 cents for every day on which they fly pursuant to such orders.

(2) Warrant officers, non-commissioned officers and men who, under the authority of the Minister, are attached or seconded to the Royal Canadian Air Force on active service for flying duty or flying instructions will be paid flying pay as provided in the Financial Regulations and Instructions for the Royal Canadian Air Force on Active Service for warrant officers, non-commissioned officers and men so attached or seconded, but will not be eligible for the additional pay authorized under clause (1) of this article. G.O. 28 / 1940

(3) Claims for flying pay under the provisions of the above mentioned regulations will be submitted on M.F.D. 840 to the District or Air Command Paymaster concerned, for necessary action towards payment. The following information must be shown on claims:—

(i) Number of days flying;

(ii) Dates and actual periods of flying;

(iii) Certificate of superior authority that flying was necessary in connection with duty;

(iv) Certificate of Flying Officer in charge as to the number of flights.

REGULATIONS GOVERNING DEDUCTIONS FROM PAY

Forfeiture of Pay, Authority for

148. (1) The pay of warrant officers, non-commissioned officers and men shall be subject to the deductions and stoppages specified in these regulations, and to such other deductions and stoppages as may be ordered by court martial or by competent authority under the Army Act and the Militia Act.

(2) Any deductions of pay and allowances hereby authorized may be remitted in such manner and by such authority as may be provided from time to time by the Minister. In very special circumstances, the Minister may order the issue of pay to a soldier convicted by the civil power for the period during which the soldier was in confinement under sentence. Any such issue of pay shall be subject to deductions on account of any cost for subsistence in civil prison.

(3) Any sum hereby authorized to be deducted from the ordinary pay and allowances of a soldier may, without prejudice to any other mode of recovering the same, be deducted from the ordinary pay and allowances, or from any other sums due to such soldier in such manner, and when deducted or recovered may be appropriated in such manner as may be from time to time directed by the Minister.

(4) The Royal Warrant For Pay of the Army (British) does not apply to the Force, and should not be quoted in Part II Orders and other docu-

ments as the authority for forfeiture of pay. The authority for such forfeitures is these regulations and the correct reference to be made in Part II Orders, etc., is "Financial Regulations, C.A.S.F."

Forfeiture of Pay—Regulations

149. (1) A soldier shall forfeit his pay and allowances as defined in Article 145:—

(*a*) For every day of absence, either on desertion or without leave, or as a prisoner of war, where a court of inquiry decides that he was taken prisoner through his own neglect or misconduct.

(*b*) For every day in custody while under sentence of imprisonment, detention or field punishment, awarded by a civil court or court martial, or by his commanding officer, or, if he is on board one of His Majesty's ships, by the commanding officer of that ship.

(*c*) For every day in custody under close arrest (including time spent in hospital) or of confinement in a civil prison or police cell—

(i) On a charge for an offence of which he is afterwards convicted by a court martial or by a civil court, except when it has been ruled by competent authority that no entry of such conviction by the civil court shall be made in the regimental conduct book.

(ii) On a charge of absence without leave for which he is afterwards awarded detention or field punishment by his commanding officer.

(iii) In consequence of his having confessed to having been guilty of desertion or fraudulent enlistment, if the forfeiture during the period of such confinement has been ordered by the competent military authority.

(*d*) For every day on which he is in hospital on account of sickness certified by the proper medical officer attending on him at the hospital to have been caused by an offence against military law committed by him.

(2) A soldier shall forfeit his pay as defined in Article 145 for any period whilst on active service during which forfeiture of pay has been awarded by a court martial or by his commanding officer, under sections 44 and 46, respectively, of the Army Act.

(3) Provided that where a soldier who is sentenced or ordered in respect of an offence on active service to forfeit all ordinary pay is liable to any other penal deductions from pay, the sentence or order shall apply only to so much of his ordinary pay and allowances as remains after those other deductions have been made.

(4) The Minister or such officer as he may designate may, in very special circumstances, order the issue of pay to a soldier convicted by Court Martial or by a civil court, or convicted on a charge of absence without leave, for which he is afterwards awarded detention or field punishment by his Commanding Officer, for the period or any part thereof during which the soldier was in custody under close arrest while awaiting trial or sentence.

150. A soldier shall be regarded as absent, in custody, in close arrest or in confinement, or in hospital, for one day within the meaning of Article 149—

(*a*) When he has been absent without leave, or in custody, in close arrest or in confinement, or in hospital, for six consecutive hours, whether wholly in one day or partly in one day and partly in another; or

(*b*) When, owing to his absence without leave, or to his being in custody, in close arrest or in confinement or in hospital, he has been prevented from performing some military duty which was thereby thrown on some other person.

151. If a soldier has been absent, or in custody, in close arrest, or in confinement, or in hospital, for one day, as defined in Article 150, and remains absent or in custody, etc., he shall be regarded as absent or in custody, in close arrest or in confinement or in hospital, for one day for every period of twenty-four hours or part of such period, reckoned as from the time the absence, custody, etc., commenced, provided that no period of twenty-four hours shall be reckoned as more than one day.

152. A soldier acquitted, or illegally convicted of a charge, shall, on rejoining for duty, receive full pay from the date on which he was first placed in close arrest or in confinement. A soldier released without trial shall similarly receive full pay, unless his trial has been dispensed with on his confession that he has been guilty of desertion or fraudulent enlistment, in which case he shall suffer such forfeiture of pay as the competent military authority may direct.

Instructions Regarding Forfeiture of Pay

153. Articles 149 to 152 contain the regulations regarding forfeitures of pay, and in applying these rules the following notes are published for the guidance of officers:—

(*a*) Provided the absence is proved, no discretion is given to the commanding officer whether or not to enforce the forfeiture of pay for absence, etc. Forfeiture of pay is automatic, and in such cases the commanding officer merely informs the soldier of the number of days' pay he forfeits.

(*b*) In the case of absence without leave, etc., the man must be absent, etc., for six consecutive hours to forfeit one day's pay, unless one condition is fulfilled, i.e. The absentee was prevented from fulfilling a military duty which had to be performed by someone else.

In the latter case, period of absence makes no difference, however short it may be, but it is important to remember that the two conditions must exist, viz: That the duty which the soldier missed was performed, and secondly, that it had to be carried out by another man. The duty must, therefore, be a guard, picket, fatigue, special duty, etc., and not an ordinary parade where no duty was thrown on another man.

(*c*) Except as stated in the latter part of sub-paragraph (*b*), six clear hours must therefore elapse, but it is immaterial whether they are in one day or partly in one day and partly in another, provided, however, that no period of less than twenty-four hours shall be reckoned as more than one day.

154. In regard to Article 149, sub-para. (*c*) (i) and (ii), forfeiture of pay while in custody awaiting trial by court martial, pay is forfeited each day if the man is convicted, also if sentenced to detention or field punishment by his commanding officer for absence without leave.

155. With reference to sub-paragraph (*d*) of Article 149, the only cases of this nature which are likely to occur are cases of self-inflicted wounds. It will be noted, however, that this deduction is only authorized when sickness has been caused by an offence of which the soldier has been

found guilty, and, therefore, does not extend to sickness caused by intemperance when there is no conviction (either by a court martial or under the award of a commanding officer) for an offence by which the sickness was caused (See Note 10, page 549, Manual of Military Law).

156. (1) In regard to paragraph (2), Article 149, it is important to note that under the Army Act, Section 46, sub-clause 2 (*d*), the total forfeiture of pay cannot exceed 28 days, whether field punishment is awarded or not. Thus, if the commanding officer desires to award 14 days' field punishment with a total stoppage of 21 days' pay, the sentence must read accordingly; this would not be obtained if the sentence read 14 days' field punishment and 7 days' forfeiture of pay, as in this case the latter portion of sentence would have no effect, as the 7 days would commence from the date of sentence, and would, therefore, be concurrent with the 14 days' field punishment.

(2) Under paragraph (3) Article 149, any forfeiture ordered under section 44 (6) or 46 (2) (*d*), Army Act, will only take effect on the balance of the soldier's pay which remains after providing for any other penal deductions to which he may be liable at the time.

157. The above instructions, Articles 153 to 156, also apply to a warrant officer or non-commissioned officer of any rank, but in all cases involving forfeitures of pay a soldier has the right to elect to be tried by a district court martial. (Army Act, section 46 (8).)

Forfeitures for Losses, Damages, etc.

158. (1) A soldier is liable to stoppages of pay for the sum required to make good such compensation for any expenses, loss, damage or destruction occasioned by the commission of any offence as may be awarded by the court martial by which he is convicted of such offence, or by the authority dealing summarily with the charge under section 47 of the Army Act, or, if he is on board one of His Majesty's ships, by the commanding officer of that ship, or where he has confessed the offence and his trial is dispensed with by order under section 73 of the Army Act, as may be awarded by that order or by any other order of a competent military authority under that section.

(2) Further, the soldier is liable to stoppage of pay for the sum required to make good such compensation for any expenses caused by him, or for any loss of, or damage, or destruction done by him to any arms, ammunition, equipment, clothing, instruments or regimental necessaries, or military decoration, or to any buildings or property, as may be awarded by his commanding officer, or by the authority dealing summarily with the charge under section 47 of the Army Act, or in case he requires to be tried by a court martial, by that court martial, or if he is on board one of His Majesty's ships, by the commanding officer of that ship.

(3) Provided that—

(*a*) The total amount of deductions from the ordinary pay due to a soldier in respect to the sums required to pay such compensation, fine, or sum awarded or ordered to be paid as aforesaid, shall not exceed such sum as will leave to the soldier, after paying for his messing and washing, less than 25 cents a day; and

(*b*) A person shall not be subjected in respect of any compensation, fine, or sum awarded or ordered to be paid as aforesaid, to any deductions greater than is sufficient to make good the expenses, loss, damage or destruction for which such compensation is awarded, or to pay the said sum.

Fines and Forfeitures

159. (1) In addition to the forfeitures of pay and other deductions authorized in these regulations, the following penal deductions may also be made from the pay of a soldier: —

(*a*) The sum required to pay any fine awarded by a court martial or his commanding officer, or any fine, penalty, damages, compensation, or cost which a civil court before which he has been charged with an offence has ordered him to pay.

(*b*) The sum required to pay any sum which the Minister or any officer deputed by him for that purpose, has ordered the soldier to pay, as hereafter mentioned for the maintenance of his wife or child, or of any bastard child, or towards the cost of any relief given by way of loan to his wife or child (*See* article 174).

(2) The above regulations are also subject to the provision contained in paragraph (3), article 158.

160. With reference to sub-paragraph (*a*), article 159 (1), this enables an officer to pay a fine imposed on a soldier in a civil court and to recover that amount from his pay, thereby preventing the man from being imprisoned for non-payment of the fine. As regards other fines, it is to be noted that the only fine which can be awarded by a court martial or by a commanding officer is for drunkenness and such fines must be in accordance with the scale prescribed in article 161.

Fines for Drunkenness

161. (1) Having reference to section 19 of the Army Act, the fine thereby authorized shall be any sum not exceeding sixteen dollars, instead of "not exceeding five pounds" as therein mentioned.

(2) When exercising the powers laid down in section 46 of the Army Act, the commanding officer may, in the case of an offence of drunkenness, order the offender to pay a fine not exceeding sixteen dollars, either in addition to or without other punishment, and the amount of the fine in each case shall be according to the following scale:—

(*a*) For the first offence.. .. ..Nil
(*b*) For the second offence.. .. ..not exceeding $ 5 00
(*c*) For the third offence.. .. .. " " 10 00 G.O. 216 1939
(*d*) For each subsequent offence.. .. .. .. " " 10 00
For each subsequent offence if within six months of last offence.. .. .. .. " " 15 00
For each subsequent offence if within three months of last offence.. .. .. " " 16 00

Time during which a soldier is absent from duty by reason of penal servitude, imprisonment, detention, or absence without leave, will not be reckoned in the above periods.

(*e*) A soldier should not be fined for drunkenness when the unpaid fines amount to $30.00.

162. Fines which cannot be recovered from a soldier's pay are not to be recovered from any other source while he remains in military service. Subject to this regulation, the daily deduction on account of a fine, or fines, recorded against a soldier will be limited only by the provision that they shall not exceed such sum as shall leave to the soldier, after paying for personal charges such as messing, washing, haircutting, etc., less than the sum of 25 cents per day.

NOTE: All fines charged against soldiers of the Force are to be recovered from their pay account as credits to the public, and in no case shall such fines be paid over to any regimental fund or institute.

Public Stoppages

163. (1) The full amount of any stoppage due to public funds to which a soldier becomes liable, either under regulations, sentence of court martial, or by order of his commanding officer, will be charged against him immediately such stoppage is communicated to the paymaster.

(2) When an entry is made in Part II Orders of a unit, carrying forfeiture of pay which runs concurrently with some previous award carrying forfeiture of pay, attention must be called to the previous award so as to make clear the number of days during which the two awards run concurrently.

In such cases, therefore, the following should be added to the usual entry:—

Concurrent with.....
Awarded..... D.O. No..... d/ .....

Restriction of Cash Payments

164. (1) In the event of a man being brought into debt on account of stoppages due to public funds, all issues of cash are stopped until the account again shows a credit, with the exception that, after making allowance for payment of any personal charges such as messing, washing, haircutting, etc., there shall be paid to the soldier not less than 25 cents a day.

(2) Soldiers while in custody awaiting trial, or while undergoing detention or field punishment may be issued with pay at the rate of 25 cents per diem, to enable them to meet necessary expenditure for personal requirements. Such issues will not be remitted from any pay and allowances forfeited under the regulations, but will be issued as an advance and charged to the soldier's account.

Prisoners of War

165. (1) In accordance with article 149 (1) (*a*), pay may be forfeited by a soldier for every day of absence as a prisoner of war, but it shall not be forfeited unless a court of inquiry decides that the soldier was taken a prisoner through his own neglect or misconduct.

(2) As a rule, courts of inquiry will not be held on escaped or repatriated prisoners of war, and accordingly their pay will not be withheld unless special instructions are issued to this effect by headquarters to the Paymaster-General.

(3) If a court of inquiry is held, and it is decided that the soldier was taken prisoner through his own neglect or misconduct, he will forfeit any balance of pay unissued for the period of his captivity at the date he rejoined.

(4) When a soldier becomes a prisoner of war, his account will continue to be credited with his regimental or tradesmen's rates of pay as the case may be, while a prisoner, and assignments of pay and dependents' allowance will continue to be issued for such soldier, and he may at any time make a new assignment or change his assignment while a prisoner, subject to the regulations governing assignments to dependents who are receiving dependents' allowance. If a soldier holding paid acting rank becomes a prisoner of war, he shall continue to hold such rank for the period he is a prisoner of war and shall be paid therefor. (Effective 1st September, 1939.)

G.O. 25/1944
G.O. 28/1940
G.O. 25/1944

(5) Interest on accumulated free balances of pay of a soldier who becomes a prisoner of war may be allowed at such rate and basis as may from time to time be determined by the Minister of Finance, but not exceeding three per centum per annum. (Effective 1st April, 1942.)

G.O. 166/1942

Suspended Sentences

166. In the case of soldiers dealt with under the Army (Suspension of Sentences) Act, pay will only be forfeited while the man is in custody and if the sentence is suspended, he will forfeit pay for the day of his release from custody and during the period his sentence is suspended he will be entitled to pay as usual so long as he is not again placed in custody or confinement, either under the original sentence or for another offence.

167.

168.

169.

Deserters and Absentees Without Leave

170. (1) When a soldier is struck off the strength for desertion, the following procedure will be carried out:—

(*a*) He is to be struck off the strength of his unit in Part II Orders as on the date upon which the declaration of the court of inquiry is recorded, in accordance with K.R.Can., the hour and date when he first went absent being also shown in Part II Orders.

(*b*) His pay account will be balanced up to date, inclusive, on which he was so struck off the strength. Between the date of the soldier's absence and the date he is struck off strength, both dates inclusive, pay will be forfeited under article 149 for absence without leave.

(*c*) His pay account will not be charged with the value of any deficiencies of clothing and equipment, etc., as may be assessed by the declaration of the court of inquiry, but in the event of the soldier rejoining, the amount will then be recovered in accordance with paragraph 2 (*d*).

(*d*) His net debit or credit balance will be transferred to a non-effective account, and such balance may be applied in payment of any public claim, etc., due from the soldier under article 84.

(*e*) His documents are forwarded to the officer i/c records.

(2) When an absentee or deserter is apprehended or surrenders

(*a*) He is taken on the strength in Part II Orders as on the date he was apprehended or surrendered, and shown as rationed from the date he rejoins his unit. Forfeiture of pay from date he is taken on strength is governed by article 149.

(*b*) His documents are obtained from the officer i/c records.

(*c*) If he is deficient of any articles of his clothing and equipment, etc., he should, besides being charged with absence without leave or desertion, as the facts warrant, be charged with making away with, or losing same by neglect, as the case may be, under section 24, Army Act. (See also article 173.)

(*d*) If a soldier is found guilty of the charge by his commanding officer, or by court martial, he will, besides being punished for the offence, be sentenced to be placed under stoppage of pay for all arms, ammunitions, equipment, instruments, clothing or regimental necessaries of which he is deficient.

If a soldier confesses the desertion and an order dispensing with his trial by court martial is made by the competent military authority, under the Army Act, section 73, his commanding officer, on ascertaining under the order the sum sufficient to make good the value of the articles of which the soldier is deficient, will obtain the necessary evidence on the subject, having regard to the provisions of Article 158(1).

Balances of Recovered Deserters and Men Fraudulently Enlisted

171. (1) When a soldier rejoins from desertion, or is discovered to have fraudulently enlisted, any debtor balance shown to have been incurred prior to his desertion or fraudulent enlistment will be charged against him in his pay account and credited to public funds. G.O. 225 / 1944

(2) If the soldier shall rejoin for duty, or be recovered to the service, or in the event of his having fraudulently enlisted, any credit balance remaining after settlement of any claims due to the public may be repaid to the man himself on obtaining the necessary authority from the Paymaster-General. G.O. 225 / 1944

(3) In applying for authority to refund credit balances, the following information is to be given:—

(*a*) Date man deserted or fraudulently enlisted;
(*b*) In what unit the man was serving at time of desertion or fraudulent enlistment;
(*c*) Date man was apprehended or surrendered himself, or confessed to fraudulent enlistment;
(*d*) What debts, if any, are due by the man to the public, his unit, or other regimental account;
(*e*) In what account the credit balance in question was credited to the public and the amount of such balance;
(*f*) Particulars of the sentence published in Part II Orders.

Rewards and Expenses for Apprehension of Deserters and Absentees

172. (1) A reward, not exceeding $10, in the case of a deserter and $5 in the case of an absentee, may be paid to any person, other than a member of the Force, for apprehending and delivering into military custody, a deserter or an absentee without leave. Such amounts may, at the discretion of the Minister, be increased to a sum not exceeding $25, as hereinafter provided.

(2) The reward allowed by paragraph (1) will be authorized by the officer commanding the unit to which the deserter or absentee belongs, but in no case will he authorize a reward exceeding $2.50 if the deserter or absentee, when apprehended, was in uniform.

(3) In fixing the amount of the reward allowed, the circumstances of each individual case, and the recommendation of the magistrate, if any, will be taken into consideration.

(4) A reward will not be granted if the deserter or absentee voluntarily surrendered, or if it should appear that he was in collusion with the person who apprehended him, or that the apprehended man was not a deserter or absentee. If, in such cases, a reward has been recommended by the committing magistrate, the commanding officer will notify him that it is not admissible.

(5) When, owing to special local circumstances, the district officer commanding is of the opinion that the reward of $10 or $5 allowed by paragraph (1), for the apprehension of a deserter or absentee, is insufficient, he will apply, through the usual channels, for the Minister's authority to offer rewards at such a rate, not exceeding $25 and for such period as may be considered necessary.

(6) Claims for rewards for apprehension of deserters or absentees are a charge against public funds, and will be forwarded to the district treasury officer for payment.

(7) Claims may also be paid covering necessary and reasonable expenses incurred in effecting the arrest of deserters or absentees without leave, and the reasonable and necessary expense of the board and lodging of such deserter or absentee while in civil custody.

(8) The sum required to make good any expenses incurred for the purpose of effecting his arrest while a deserter or an absentee without leave (including any reward payable for such arrest) and for his return to his corps, as may be awarded by his commanding officer, or, in case he requires to be tried by a court martial, by the court martial, or, if he is on board one of His Majesty's ships, by the commanding officer of the ship, or where he had confessed desertion and his trial is dispensed with by an order under section 73 of the Army Act as may be awarded by that order, may be deducted from the ordinary pay due to a soldier of the Force.

Charges for Loss of Clothing, etc.

173. (1) As all articles of clothing, necessaries and equipment issued to a soldier of the Force are the property of the Canadian Government, the nature and value of such articles as may be deficient are to be stated in any charge preferred against the soldier under section 24 of the Army Act, and if found guilty of the charge, or if a soldier confesses to desertion and is dealt with under section 73 of the Army Act, he will, in addition to any other punishment which may be awarded, be sentenced to be placed under stoppages of pay for the value of the articles of clothing, necessaries and equipment which are deficient.

(2) Ordinary deficiences of clothing, necessaries and equipment not dealt with as loss by neglect, occasioned by accident, or mere carelessness, which may exist at any time and be discovered at kit inspections, have to be made good as a matter of account between the man and his company commander, etc., by requisition for issue on repayment.

(3) In cases of the illicit disposal of articles of necessaries, clothing and equipment, it is notified that such articles, after issue to the soldier, remain the property of the government. Commanding officers will take effective measures to prevent such illegal traffic, and will deal severely with soldiers under their command who sell, or otherwise make away with, articles of clothing or other government property in their charge. They will immediately report to the police authorities all such cases that may come to their notice, with a view to taking proceedings, under section 156 of the Army Act, against the buyers or other receivers of such articles.

Maintenance Orders—Liability of Soldier

174. When any order or decree is made under any Act or at common law for payment by a man who is or subsequently became a soldier, either of the cost of the maintenance of his wife, or child, or of any bastard child of whom he is the putative father, or of the cost of any relief given to his wife or child or bastard child as aforesaid, by way of loan, if a copy of such order or decree be sent to the Minister or to any officer deputed by him for the purpose, or if it appears to the satisfaction of the Minister or of any officer deputed by him for the purpose, that a soldier deserted or left in destitute circumstances, without reasonable cause, his wife or any of his legitimate children under sixteen years of age, or any bastard child under that age, the Minister or officer shall order to be deducted such portion of the soldier's pay as the Minister or officer, in his discretion, from time to time thinks fit, providing that there shall be left to the soldier (subject, however, to the making of any other deductions authorized by or under any Act) not

less than one-fourth, or if he is a warrant officer or a non-commissioned officer not below the rank of sergeant, not less than one-third of his pay.

The amount so deducted shall be appropriated in liquidation of the sum adjudged to be paid by any order or decree under any Act or common law, or towards the maintenance of such wife or children or bastard child as the Minister, or the officer deputed by him for that purpose, thinks fit.

Compulsory Stoppages—Assignments for

175. When an order made in accordance with the preceding article is received by a commanding officer, the following procedure will be carried out:—

(*a*) The magistrate's order, decree, etc., will be submitted through the regular channels to headquarters;

(*b*) If the Minister decides to place the soldier under stoppages of pay under the terms of Article 174, the necessary instructions accordingly will be forwarded to the soldier's commanding officer;

(*c*) Immediately the commanding officer receives such instructions, he will notify the soldier and insert particulars of the stoppage in Part II Orders, giving the date from which the stoppage is to be effective as authorized in the instructions given by the Minister. The paymaster of the unit is then responsible that an assignment of pay for the amount of the stoppage is put into effect from the date in question.

Recovery of Compulsory Stoppages

176. (1) When a compulsory stoppage has been made against a soldier, it will, subject to the limitation laid down in Article 164, be made for every day for which the soldier is entitled to pay, and it will take precedence of all stoppages on account of fines and public claims and regimental debts.

(2) If a soldier liable to compulsory stoppages forfeits his pay, the stoppages, which may not be recoverable for the days on which pay is so forfeited, shall remain as a charge against him, and be recovered from any pay to which he may afterwards become entitled.

(3) In the event of a man not having any credit balance remaining in his account and not being entitled, in consequence of imprisonment, etc., to any pay, it will be necessary to take action in regard to payment of any voluntary or compulsory assignment, as directed in Article 92.

PART XI

PAY AND ALLOWANCES—PERMANENT ACTIVE MILITIA PERSONNEL SERVING IN CANADIAN ACTIVE SERVICE FORCE

(Articles 177-185)

PART XI

PAY AND ALLOWANCES—PERMANENT ACTIVE MILITIA PERSONNEL SERVING IN CANADIAN ACTIVE SERVICE FORCE

Conditions Governing Rates of Pay and Allowances

177. (1) A member of the Permanent Active Militia serving in the Canadian Active Service Force may elect, subject to the conditions of paragraphs (4) and (5) below, to receive pay and allowances at—

(*a*) Canadian Active Service Force rates, or

(*b*) Permanent Active Militia rates.

(2) If paid under (*a*), C.A.S.F. rates for appointment or rank held in the Canadian Active Service Force will be allowed, including dependents allowance in the case of dependents entitled thereto.

(3) If paid under (*b*), the following will be allowed:—

Pay of appointment or rank* in the Permanent Active Militia;

Additional pay to which entitled in the Permanent Active Militia at the date of joining the C.A.S.F.

Permanent Active Militia allowance, except that dependents may receive the post-casualty benefits provided in Article 113A of these regulations. G.O. 116 / 1944

*N.B.: If the officer or soldier is promoted in the Permanent Active Militia subsequent to joining the C.A.S.F. and the rates of pay and allowances for the rank to which promoted are less than the rates of pay and allowances, including any additional pay, which the officer or soldier was receiving at the time of joining the C.A.S.F., he may remain on such previous rates, including additional pay, instead of the rates for the rank to which he has been promoted, to avoid any loss consequent on his promotion.

(4) Command pay, adjutant's pay, instructional pay, or any other additional pay authorized for the C.A.S.F., will not be paid to a member of the Permanent Active Militia if paid under (*b*).

(5) Permanent Active Militia allowances will only be paid on behalf of a married member of the Permanent Active Militia. In the case of an unmarried member of that Force, dependents allowance may be issued to a dependent eligible therefor, but in such cases it shall be necessary for the officer or soldier concerned to elect to be paid under paragraph (1) (*a*) of this article.

(6) When a member of the Permanent Active Militia is entitled to travelling allowance or subsistence allowance, such allowance will be granted under the regulations pertaining to that allowance for the C.A.S.F., without regard to the rates of ordinary pay and allowances which have been selected under paragraph (1) of this article.

Married Establishment

178. During the period of the war, the regulations regarding the married establishment for units of the Permanent Force are hereby suspended. Officers and soldiers who have been appointed or attested for service in the Permanent Active Militia may, if they so elect, be granted lodging, ration, fuel, light and married allowances authorized for their

ranks under the Pay and Allowance Regulations for the Permanent and Non-Permanent Active Militia, instead of dependents allowance, provided their marriages took place prior to joining the C.A.S.F., and subject to the provisions of article 177.

This does not apply to an officer or soldier who is serving with a Permanent Force unit but who is not a member of that force, nor to an officer or soldier who marries after joining the C.A.S.F., in which cases dependents allowance will be paid to dependents eligible therefor.

In the latter cases, it shall be necessary for the officer or soldier concerned to elect to be paid for his appointment or rank in the C.A.S.F.

Assignments of Pay

179. (1) In order that proper provision may be made for the support of the wife and family of a member of the Permanent Active Militia while serving in the C.A.S.F., the man concerned shall be required to assign, in cases in which he elects to be paid under Article 177 (1) (*b*), an amount not less than the total of his Permanent Active Militia allowances (omitting cents), together with fifteen days' pay of his rank per month, provided however that if the dependents of a soldier occupy public quarters and the soldier is required to reimburse the Department of National Defence in respect of the rental of such quarters, he shall not be required to make the assignment of pay herein referred to. (Effective 1st April, 1940.) Consequently, steps will be taken to ensure that such assignment is put into effect when the soldier joins the C.A.S.F. Any request from a man to have his assignment reduced to a lesser amount is not to be accepted. G.O. 89 / 1940

(2) In cases in which personnel of the Permanent Active Militia elect to be paid under Article 177 (1) (*a*), the provisions of Article 88 shall apply in regard to assignments of pay.

Men not Enlisted for Three Years' Service

180. Men serving with Permanent Force units who are not enlisted for three years' service in a permanent unit are not members of the Permanent Force and are not therefore entitled to the pay and allowances prescribed for the Permanent Force, but will be granted the pay and allowances authorized for the C.A.S.F., including dependents allowance if applicable.

Reduction in Rank—Rate Applicable

181. (1) If an officer of the Permanent Active Militia is cashiered or dismissed from the service, or is sentenced to loss of seniority while serving in the C.A.S.F., or if a warrant officer or non-commissioned officer of the Permanent Active Militia is reduced, by sentence of a court martial or by order under section 183 of the Army Act, to a rank lower than that which he holds in the Permanent Active Militia, such sentence or reduction shall have effect as if given in the Permanent Active Militia.

(2) In the case of a warrant officer or non-commissioned officer reduced in rank as aforesaid, he will only be entitled to Permanent Force or C.A.S.F. rates whichever are more beneficial, for the rank to which reduced.

Nursing Sisters—R.C.A.M.C. (P.F.)

182. The pay and allowances of nursing sisters of the Royal Canadian Army Medical Corps (P.F.) will be governed by the regulations authorized for unmarried officers of the Permanent Active Militia.

Pension Deductions

183. In compliance with Section 10 of the Militia Pension Act, a deduction of 5 per cent will be made from the total pay and allowances (notwithstanding that the latter may be issued in kind instead of in cash) issued under the provisions of the Articles of these regulations indicated below, in the case of every Officer and Warrant Officer of the Permanent Active Militia:— G.O. 240 / 1939

Pay-Staff and Administrative Appointment..	Articles 124 125 and 126	
Regimental Rates—Officers..	Article 129	
Regimental Rates—Medical and Dental Officers..	" 133	
Regimental Rates—Nursing Service, R.C.A.M.C.	" 134	
Command Pay..	" 135	
Adjutant's Pay..	" 137	
Instructional Pay..	" 138	
Additional Pay..	" 140	
Parachutists—Extra pay..	" 140A	G.O. 441 / 1942
Warrant Officers..	" 144	
Warrant Officers Tradesmen's rates..	" 146	
Allowances—Subsistence Allowance..	" 199(i)	
Japanese Campaign Pay	" 400	G.O. 181 / 1945

184.

185.

PART XII

ALLOWANCES GENERALLY—OFFICERS, MEN, ETC.

(Articles 186-207)

PART XII

ALLOWANCES GENERALLY—OFFICERS, MEN, ETC.

Civilian Clothing Allowance

186. (1) Subject to the remainder of this Article, and unless the Minister otherwise directs, an officer or soldier, on ceasing to serve with the force on active service, shall be granted the sum of $100 for the purpose of supplying himself with civilian clothing. This allowance shall be credited to his pay account, and shall not be used for the purpose of liquidating any debit balance which may have accrued in his pay account at the time at which he ceases to serve on active service. (Effective 1st August, 1944). G.O. 91 / 1946 G.O. 198 / 1945

(2) A soldier shall not be entitled to a clothing allowance on appointment to a commission. An officer or soldier shall not be entitled to a clothing allowance if he ceases to serve on active duty with the force:—

(*a*) for the purpose of joining any of His Majesty's forces on active service or a force of any other country;

(*b*) either on conviction by a civil power or by court martial resulting in imprisonment in a penitentiary;

(*c*) by reason of medical unfitness in consequence of an X-ray examination required on enlistment, where such officer or soldier is appointed or attested before the results of such X-ray examination can be determined.

(3) The civilian clothing allowance of $100 shall be paid to members of the Canadian Army otherwise eligible for such allowance under the provisions of this Article, who are granted Industrial Leave without pay and allowances on proceeding upon such leave— G.O. 48 / 1946

(*a*) provided that the allowance payable under this paragraph shall be in lieu of the allowance payable on ceasing to serve with the Force on active service under paragraph (1) and shall not again be paid to the personnel aforesaid upon the completion of retirement or discharge proceedings; and

(*b*) provided further that any allowance issued pursuant to the provisions of this paragraph shall be charged to the pay account of the officer or soldier concerned, if, during the period of Industrial Leave, he volunteers and becomes a member of the Interim Force. In such cases the officer or soldier shall be entitled to the allowance authorized in paragraph (1) on subsequently ceasing to serve on active service. (Effective 1st December, 1945.)

(4) Unless the Minister in special cases otherwise directs, an officer or soldier who becomes a member of the Force after the thirtieth day of September, 1945, shall not be entitled to the allowance authorized by this article. G.O. 91 / 1946

(5) For the purposes of this article, the date on which an officer or soldier ceases to serve on active service shall be deemed to be:— G.O. 91 / 1946

(*a*) in respect of an officer or soldier of the Permanent Active Militia, the thirty-first day of March, 1946;

(*b*) in respect of an officer or soldier other than one referred to in sub-paragraph (*a*):

(i) the date of his appointment to or enlistment in the Permanent Active Militia, or

(ii) the date of his retirement, discharge or other termination of continuous paid service:

Provided that the allowance shall not be payable to an officer or soldier mentioned in sub-paragraphs (*a*) or (*b*) who is serving overseas until his return to Canada, unless his retirement, discharge, or other termination of continuous paid service takes place overseas.

187. G.O. 423 / 1944

Allowances for Civilian Witness at Courts-Martial, Etc.

188. (1) Fees and Allowances, according to the scale hereunder set forth, are authorized for civilian witnesses attending Courts-Martial or Courts of Inquiry (including when necessary, the taking of a Summary of Evidence):— G.O. 33 / 1946

(*a*) Those residing within a radius of three miles of the place where the Court of Inquiry, Court-Martial or the taking of a Summary of Evidence is held, a fee of $1.00 per diem;

(*b*) Those residing over three miles from the place where the Court of Inquiry, Court-Martial or the taking of a Summary of Evidence is held, a fee of $1.00 per diem, together with the actual amount of their travelling expenses, payment not to exceed the sum of 10 cents per mile each way;

(*c*) Those whose attendance as witnesses is required who reside at such a distance away from the place where the Court of Inquiry, Court-Martial or the taking of a Summary of Evidence is held that it is necessary for them to procure accommodation for the night elsewhere than at their own homes, may be paid the actual expenses so incurred, but not to exceed $5.00 per diem, together with a fee of $1.00 per diem for each day of attendance, and the actual amount of their travelling expenses not exceeding the sum of 10 cents per mile each way;

(*d*) The fees and allowances under the provisions set forth above will be payable on the certification of the President of the Court of Inquiry, Court-Martial or of the Officer detailed to take the Summary of Evidence as the case may be, that the witness in respect of whom such fees are to be paid was summoned and actually attended as a witness, and that the mileage claimed is correct; provided that where the President of a Court of Inquiry or of a Court-Martial or the officer detailed to take a Summary of Evidence refuses to certify any claim for payment, it may be referred to the Convening Authority or to the officer directing the Summary of Evidence to be taken who may give the necessary certification.

(2) Subject to the provisions of a sub-paragraph 3 of this Article, where it appears that a civilian is or may be unable or unwilling to attend a Court-Martial, a Court of Inquiry or the taking of a Summary of Evidence due to lack of funds, or for any other reason, the officer empowered to summon the witness may authorize the advance of a sum to the extent and for the purpose prescribed above.

(3) Any such advance under the provisions of sub-paragraph 2 above shall be payable only upon the certification of the officer authorizing the advance:—

(*a*) That the attendance of the witness is necessary;

(*b*) That it appears that the witness is or may be unable or unwilling to attend due to lack of funds or for any other reason;

(*c*) That the mileage claimed is correct.

The advance shall be made by the officer empowered to secure the attendance of the witness; such officer shall pay or tender the sum to the witness and shall, in respect of any sum so paid, submit a claim in the prescribed form supported by an affidavit that he has served the summons in the case of a Court-Martial or Summary of Evidence or has notified the witness that his attendance will be required in the case of a Court of Inquiry.

(4) Notwithstanding anything contained in this Article, a transport warrant shall be issued where practicable, to the civilian witness covering transportation and accommodation of a class considered appropriate by the officer empowered to summon the witness in lieu of a corresponding cash payment for travelling expenses.

(5) No fee is authorized for witnesses who are members of the Force.

COMPENSATION FOR LOSS OF KIT

Conditions of Compensation

189. (1) Compensation for loss of kit is granted solely for the purpose of enabling an officer or warrant officer class 1 to re-equip himself for service, according to the scale of equipment deemed necessary for the performance of his duties, at the time re-equipment becomes necessary. Such compensation covers military risks only and does not include the ordinary risks of civil life for which insurance should be effected.

(2) The grant of any compensation is limited strictly to cases in which it is clearly proved—

(*a*) That the loss was altogether unavoidable and beyond the control of the owner of the property.

(*b*) That the articles for which compensation is claimed were placed in the situation in which the loss occurred with the sanction of proper authority.

(*c*) That the loss was promptly reported, and so far as the claimant is concerned every effort was made to trace the missing articles, due consideration being given to any exceptional circumstances (such as the physical condition of a wounded claimant) which may render delay unavoidable.

(3) Compensation may also be granted for losses incurred—

(*a*) By destruction of property to prevent its falling into the hands of the enemy or to prevent the spreading of an infectious or contagious disease when orders for such destruction were issued by competent authority.

(*b*) By the loss of articles of a non-military nature, the possession of which was necessary for the proper performance of the particular duties in which the claimant was engaged at the time the loss was sustained.

(4) Compensation will be granted only in respect of articles actually destroyed or damaged beyond repair, or articles lost and irrecoverable at the time when re-equipment becomes necessary.

(5) In the following cases, no claim for compensation will be admitted:—

(*a*) Where the articles lost are private property not forming part of the claimant's authorized military equipment, except as provided for in paragraph (3) (*b*).

(*b*) When baggage or articles of equipment are sent by the claimant for his own convenience in a vessel by which he is not a passenger.

(*c*) Where the loss arises by reason of—

(i) The claimant's absence without leave or desertion,

or

(ii) The improper packing of articles or their being left in improper situations.

(*d*) Where the claimant has lost equipment taken by him on leave of absence, except in the case of sick leave or under special circumstances.

(*e*) Where the claimant is entitled to compensation from any other source.

(6) Compensation is not payable either in respect of articles which are repairable or with respect to the cost of such repair. In no circumstances is compensation admissible in respect of "Wear and tear" of kit in the course of active service.

(7) Compensation is not payable to the representatives of a deceased officer or warrant officer, Class 1, unless the deceased had, prior to his death, incurred expense for the purpose of replacing the articles so lost or destroyed.

Scale of Compensation

(8) A list of articles of kit, etc., in respect of which compensation is admissible in the event of loss, together with their authorized cost and the monthly percentage rate of depreciation shall be prescribed by the Minister and published in Orders. G.O. 139 / 1942

No compensation will be admissible in respect of articles not included in such list nor in excess of the numbers laid down therein. The amount which may be paid shall not exceed the value of the articles at the time of the loss: i.e., the difference between the authorized cost and the amount of depreciation as laid down in Orders for the period during which the articles have been in wear, but in no case shall it be less than fifty per cent of such authorized cost.

Submission of Claims

(9) Claims for articles destroyed or damaged beyond repair will not be submitted until replacement has become necessary to meet immediate requirements.

The following list may be taken as a guide to the requirements of officers or warrant officers in hospital or convalescent:

1 cap,
1 greatcoat (or British warm),
1 khaki jacket,
1 pair of khaki trousers,
2 khaki shirts,
2 khaki collars,
1 khaki tie.
1 pair boots,
"Sam Browne" belt (when necessary),
2 suits underwear,
2 pairs pyjamas, and
3 pairs socks.

Claims for articles in excess of this scale will not be permitted until their re-provision has become necessary owing to the nature of the claimant's duties.

(10) When any lost article is recovered, after it has been replaced or after compensation has been paid, the procedure set out hereunder will be followed:

(*a*) Articles for which monetary compensation is payable—

(i) Articles for which compensation has been paid may be retained by the claimant upon repayment by him of half their compensation value.

(ii) Articles for which compensation has been paid, but which are not retained by the claimant as in (i), will be sent to the nearest R.C.O.C. depot.

The necessary financial adjustment in respect of articles retained by the claimant, but for which he has received compensation, will be made through his pay account.

(*b*) Articles of equipment replaced in kind—

(i) If recovered articles are serviceable, the articles issued from store, in replacement, will be returned to Ordnance Depot.

(ii) If the recovered articles are damaged but repairable or unserviceable, they will be handed over to Ordnance Depot.

(11) A written undertaking to comply with the conditions referred to in paragraph (10) will be obtained from the claimant before his claim for compensation is admitted.

(12) Losses should be reported in writing and a copy of the communication retained and attached to the claim when preferred.

Losses should be reported—

(*a*) In the case of officers and warrant officers serving with a unit—to their commanding officers;

(*b*) In the case of officers and warrant officers sustaining losses in field ambulances, field hospitals, etc.—to the commanding officer thereof.

(13) All claims should be submitted without delay when re-provision becomes necessary. It is pointed out that the date of necessary re-provision, and not date of loss, is to be regarded as the date on which the claims are due to be made.

(14) If any portion of a claim can be settled at once, without further reference to the officer concerned, it will be dealt with immediately, doubtful or disputed items in the claim being left for subsequent adjustment.

(15) (*a*) Claims will be submitted in duplicate on form M.F.M. 22.

(*b*) Indemnification is granted only for the actual value of the articles at the time of the loss, computed as instructed in sub-paragraph (8) of this article and not for the actual cost of the lost articles or for the cost of articles purchased to replace them. G.O. 139 1942

(*c*) Full particulars of the circumstances under which the loss occurred must be stated.

(*d*) The claimant is directly responsible for obtaining the evidence required to prove not only the loss of the articles claimed for but also that the loss occurred under circumstances set forth in his statement of claim.

(*e*) In cases in which a claimant has been transferred to another unit between the date of the loss and the submission of the claim, the certificate of the claimant's commanding officer at the time of the loss, as well as the certificate of his present commanding officer, is required; the former certifying as to the circumstances of the loss, and the latter as to the fact that the claimant has been required to re-equip himself.

(*f*) Evidence that the loss was promptly reported, and that every effort was made to trace the missing articles should be forwarded with the claim.

(*g*) Tradesmen's bills or invoices, in support of the actual cost of the articles purchased to replace those lost, dated subsequent to time of the loss, must be attached to the claim as evidence that the claimant has re-equipped himself for service. Such bills need not necessarily be receipted.

(*h*) Claims duly certified and supported by the required evidence, will be forwarded through the usual channels to Headquarters for approval by the Adjutant-General.

(16) Great care must be taken in preparing and submitting these claims, to ensure that they come within the regulations and are supported by the required evidence. If the proof and information submitted are not considered sufficient by the adjutant-general, he may disallow the claim or return it for investigation by a court of inquiry.

(17) In the case of losses from exceptional causes not foreseen in these regulations, the Minister may, on the circumstances being specially reported to him, exercise discretion in awarding compensation.

FORAGE AND STABLING

190. Where it is impracticable to issue forage in the usual way for government horses, application should be made through the regular channels, to district headquarters, for the cash allowance in lieu.

These applications will be forwarded to the quartermaster-general, and, if approved, a cash allowance in lieu of forage of 40 cents per diem will be authorized. No additional cost due to the stabling of horses for the convenience of officers will be allowed. Such costs must be borne by the officer concerned.

OUTFIT ALLOWANCE—OFFICERS

191. (1) An officer called out for duty under Section 63 or placed on active service under Section 64, or who is called out on active service in aid of the Civil Power under Section 75 of the Militia Act, but who is not serving in a unit, etc., comprised in the C.A.S.F. will be paid outfit allowance as under:— G.O. 98 1940

On completion of three months continuous duty.....$100 00 G.O. 49 1944

On completion of six months continuous duty an additional amount of 75 00

On completion of twelve months continuous duty an additional amount of 75 00

Provided that in respect of an officer to whom this paragraph applies who was called out for duty or on Active Service or was placed on Active Service, as the case may be, prior to 19th January, 1944, the payments at the times specified above shall be $50 each.

An officer who subsequently serves in a unit, etc., comprised in the C.A.S.F. who has received any or all such payments will be entitled to receive as first payment of outfit allowance only the difference (if any) between the amount so received and the amount payable under the provisions of sub-paragraph (2).

(2) An outfit allowance of $250 is authorized to be paid to an officer on his appointment to the C.A.S.F. Provided, that in respect of an officer whose appointment is effective prior to the 19th January, 1944, an outfit allowance of $150 only is authorized, and in respect of an officer who previously received an outfit allowance on appointment to Warrant Rank, an allowance of $175 only is authorized. G.O. 49 / 1944

(3) If an officer has at any time received payment of outfit allowance he shall not be entitled to a second payment of the same allowance, either on transfer from one service to another or on rejoining the force for further service.

(4) In the case of an officer promoted from the ranks who had previously served as an officer and received outfit allowance during the war, special application may be submitted to headquarters for consideration by the Minister as to any further payment of outfit allowance.

Outfit Allowance—Nursing Sisters

192. (1) Nursing Sisters, Dietitians, Occupational Therapists, Physiotherapy Aides, and Home Sisters will be entitled to a grant of $250 outfit allowance, under conditions similar to those set out in the preceding article. G.O. 441 / 1943 G.O. 180 / 1940

The allowance of $250 is authorized only for women appointed to the Canadian Nursing Service and not for other women who may be granted honorary commissions. Provided that Nursing Sisters, Dietitians, Occupational Therapists, Physiotherapy Aides and Home Sisters whose appointment is effective prior to the 19th January, 1944, shall be entitled to a grant under this paragraph of $150 outfit allowance only. G.O. 49 / 1944

(2) If a Nursing Sister, Dietitian, Occupational Therapist, Physiotherapy Aide or Home Sister is permitted to resign her appointment for any cause, other than ill health, and she has not served more than six months in the Canadian Army Medical Nursing Service, she will be required to refund a portion of the outfit allowance paid to her as follows:— G.O. 441 / 1943

(*a*) If service is 3 months or less, three-fourths of the amount paid. G.O. 49 / 1944

(*b*) If service is more than 3 months, but does not exceed 6 months, one-half of the amount paid.

Outfit Allowance—Warrant Officers

193. (1) Warrant Officers, Class 1, whose appointments have been granted or confirmed by the Minister, will be entitled to an outfit allowance of $100, and are therefore permitted to purchase uniform from private sources, provided such articles are in accordance with dress regulations prescribed for the Canadian Active Service Force. G.O. 3 / 1940

A Warrant Officer, Class I, whose appointment as such was received Overseas, will be entitled to receive an outfit allowance if returned for military employment in Canada, provided no payment of outfit allowance has previously been made to him. (Effective 19th January, 1944.) G.O. 152 / 1944

(2) This allowance is extended to Acting Warrant officers, class I, who have completed three months' service in such acting rank and continue to hold such rank.

In the case of individuals who receive this allowance as acting warrant officers, no further outfit allowance shall be paid if they are subsequently appointed substantive warrant officers.

(3) (*a*) A warrant officer called out for duty under Section 63 or placed on active service under Section 64, or who is called out on active service in aid of the Civil Power under Section 75 of the Militia Act, but who is not serving in a unit, etc., comprised in the C.A.S.F., will be paid outfit allowance as under:— G.O. 248 / 1940 G.O. 245 / 1940

On completion of 3 months duty $35 00

On completion of a further 3 months duty, an additional amount of 35 00

On completion of a further 6 months duty, an additional amount of 30 00

(*b*) A warrant officer who subsequently serves in a unit, etc., comprised in the C.A.S.F., who has received any or all such payments, will be entitled to receive only the difference (if any) between the amount so received and the amount payable under the provisions of sub-paras. (1) and (2) above. (Effective 26th August, 1939.)

Claims for Outfit Allowance

194. (1) All claims for outfit allowance are to be made out on M.F.D. 840 which must show the number and date of the order in which the appointment was published, be signed by the claimant and certified by the Commanding Officer. In addition, each claimant must sign a statement that no payment of outfit allowance has previously been made to him and give details if previous payment has been received.

(2) Claims for outfit allowance will be paid by the District Treasury Officer concerned and are not to be paid by paymasters under any circumstances.

ALLOWANCE FOR UNIFORM—OFFICERS TRANSFERRING TO AND FROM HIGHLAND UNITS

195. (1) Officers transferred to a Highland Unit from a Unit not clothed as such and vice versa, and officers transferred to a Highland Unit from another Highland Unit when replacement of kilts or trews of a different pattern is required, will, on submitting their claims, be entitled to compensation on the following basis:— G.O. 464 / 1942

On transfer to a Highland unit from a unit not clothed as such:

As an unmounted officer in new unit..... $65 00 G.O. 216 / 1939

As a mounted officer in new unit..... 70 00

On transferring from a Highland to any other unit:

As an unmounted officer in new unit..... 60 00

As mounted officer in new unit..... 75 00

On transferring from one Highland Unit to another Highland Unit, when replacement of kilts or trews of a different pattern is required:

All Officers ..... $60 00 G.O. 464 / 1942

(2) Claims will be accompanied by a certificate of the claimant's then commanding officer to the effect that the claimant has equipped himself in accordance with the dress regulations applicable to the unit to which he has transferred. Claims and certificates will be forwarded, through the usual channels, to Headquarters for approval. G.O. 464 / 1942

RATIONS AND ALLOWANCE IN LIEU

196. (1) Except when circumstances render it impracticable, rations in kind will be issued. These will be drawn as required but not to exceed one per day for each officer and soldier held on the ration strength of the station or unit, except as otherwise authorized by the Minister. G.O. 210 / 1945

Rations always remain the property of the Government and they are not, therefore, to be sold.

Care is to be taken that they are not wasted by being drawn in excess of actual requirements.

Rations, or commodities included in a ration, will not be issued retroactively. (Effective 1st August, 1944).

(2) (*a*) If rations cannot be issued in kind a money allowance of 50c. per diem in lieu thereof may be paid.

(*b*) When cooking facilities are not available or rations cannot be provided more economically and it becomes necessary for commanding officers to make arrangements with caterers for the supply of meals for personnel of their units, an allowance will be payable for each meal which it is necessary to obtain, but not exceeding the number required for the actual strength of the unit as shown on the daily parade state. Claims for such allowances will be certified by and paid to the commanding officer, who will be responsible for effecting settlement with the caterer concerned. The rates for such meals shall not exceed: Breakfast, 25c.; Dinner, 35c.; Supper, 25c.

(3) (*a*) Detachments not exceeding ten all ranks stationed in isolated localities where the issue of rations in kind is not practicable, may receive the allowance as provided in (2) (*b*) above.

(*b*) This allowance is also authorized for the personnel of larger detachments when cooking facilities are not available. If, however, cooking facilities are available the allowance (except in the case of detachments not exceeding ten all ranks) shall be 50c. per diem.

(*c*) When evidence is produced to prove that the allowances prescribed above are inadequate due to abnormally high costs prevailing in the locality and that meals cannot more economically be provided, the Minister may authorize reimbursement of actual expenses at a rate not exceeding $1.50 per diem.

(4) A money allowance of 50 cents per diem in lieu of rations is authorized for officers and men who are not in receipt of subsistence allowance (*see* Article 199 (1)) during periods of absence on ordinary or sick leave, furlough or pass over 48 hours. This allowance will be credited in the pay accounts of those concerned on the period of leave, etc., being published in Part II Daily Orders. G.O. 327 / 1942 — G.O. 350 / 1945

(5) A ration in kind or the money allowance in lieu will not be granted in the following cases:—

(*a*) For officers or soldiers dieted in a military or civil hospital prison or detention barracks, or in a lunatic asylum.

(*b*) For officers or soldiers absent without leave for more than twenty-four hours. G.O. 430 / 1942

(*c*) For days on which an officer or soldier receives travelling or subsistence allowance.

(Effective 1st July, 1942.)

Scales of Issue

196A. The issue of rations, ice, diets, fuel, light, forage and straw, shall be in accordance with such scales as are from time to time authorized by the Minister. (Effective 1st September, 1939.) G.O. 392 / 1942

197. G.O. 402 / 1942

Claims for Allowance in Lieu of Rations

198. (1) The allowance in lieu of rations of 50 cents per diem, in cases where the same is issuable, will be credited to the accounts of those concerned through the paylist. If, in such instances, meals are provided under unit arrangements, the charges therefor will be recovered through the medium of the regimental charge sheet.

(2) The meal allowances provided by Article 196 (2) and (3) will be claimed on M.F.D. 840, and will be paid by the district treasury officer.

Subsistence Allowance

199. (1) If officers or soldiers are not living in public quarters or in camps provided by local authorities and are not receiving rations in kind, subsistence allowance shall be payable at the following rates:—

	Per diem
Officers	$1 70
Soldiers	1 25

G.O. 402 / 1942

This allowance is not granted for periods of absence on leave (except sick leave and leave of absence, pending retirement or discharge) unless the allowance was being paid immediately prior to such absence with leave, nor for the period a soldier is absent without leave or while undergoing detention.

(2) In cases of officers and soldiers on duty in the United States, when circumstances arise where the rates of subsistence allowance authorized above are not equitable, the Minister may authorize in lieu thereof for the period of such duty, a special rate or, alternatively, may authorize reimbursement of actual expenses to be accounted for in such manner as may from time to time be approved, as being additional expenses for lodging, provisions, light, and fuel properly incurred by reason of higher living costs in the following areas, or other expenses incurred for the purpose of, or as incidental to, the carrying out of such duty. (Effective 1st January, 1944.) G.O. 152 / 1944

(*a*) The maximum rate or reimbursement so authorized shall not exceed:— G.O. 152 / 1944

G.O. 164 / 1943

(i) in Washington:	Allowance in lieu of quarters	Allowance in lieu of rations	Allowance in lieu of rations and quarters
1st Month—Per diem—			
Officers of the rank of Major and above	$ 3 50	$ 4 50	$ 8 00
All other officers	3 00	4 00	7 00
Other Ranks	2 00	3 00	5 00
Thereafter—Per diem—			
Officers of the rank of Major and above	3 00	4 00	7 00
All other officers	2 50	3 50	6 00
Other Ranks	1 60	2 15	3 75

(Effective 1st December, 1942.)

(ii) Places other than Washington— G.O. 415 / 1942

	Allowance in lieu of quarters	Allowance in lieu of rations	Allowance in lieu of rations and quarters
Officers	$2 00	$3 00	$5 00
Other Ranks	1 50	2 00	3 50

(Effective 19th August, 1942.)

(*b*) Allowances so authorized shall be equal for personnel of relative rank in all three services and for greater certainty, no rate may be approved except the Inter-Service Committee has certified accordingly. (Effective 1st April, 1942.) G.O. 340 / 1942

(3) Subsistence allowance, in cases where the same is issuable, will be credited to the pay accounts of those concerned. G.O. 81 / 1945

Issue While Absent From Duties

(4) (*a*) An Officer or soldier in receipt of subsistence allowance may continue to receive such allowance for a period not exceeding fourteen days while absent from his station on duty, in hospital, on ordinary leave or on sick leave; Provided that an officer or soldier granted leave or furlough pending retirement or discharge may receive the full rate of allowance for the period of such leave up to and including the date of retirement or discharge. G.O. 125 / 1945

(*b*) When quarters are necessarily retained and he is required to pay rent for them beyond fourteen days, an officer or soldier in receipt of subsistence allowance may continue to receive such allowance for a further period not exceeding sixteen days while absent from his station on duty, in hospital, on ordinary leave or on sick leave.

(*c*) When an officer or soldier necessarily retains his quarters and he is required to pay rent for them beyond thirty days while absent from his station on duty, in hospital, on ordinary leave or on sick leave, he may forward an application, through his commanding officer, for the allowance to be continued, and if such application is approved by the district officer commanding, or in the case of an officer or soldier employed at National Defence Headquarters by the Quartermaster-General, the allowance at half rate may be continued for a further period not exceeding sixty days.

(*d*) In no case shall subsistence allowance be continued at full and half rates, as herein provided, for a total continuous period of more than ninety days, except as set out in sub-para. (*a*) with respect to officers or soldiers granted leave or furlough pending retirement or discharge. G.O. 350 / 1945

(*e*) When an officer or soldier in receipt of subsistence allowance is paid travelling allowance for a period in excess of fourteen days and is not eligible to continue to receive subsistence allowance under the provisions of the four preceding sub-paragraphs of this Article, the daily rate of subsistence allowance is to be deducted on his travelling claim for each day beyond fourteen.

When Quarters Only Are Provided

(5) If an officer or soldier is provided with quarters only, but not issued with rations in kind, the authorized rate of money allowance in lieu of rations will be paid, in lieu of subsistence allowance, except as provided for in Article 196 (5).

When Quarters Are Not Provided

(6) If an officer or soldier is provided with rations but is not provided with quarters, an allowance in lieu thereof will be paid as follows:— G.O. 223 1939 G.O. 402 1942

	Per diem
Officers	$1 20
Soldiers	75

Sick Leave—Subsistence Allowance

200. (1) Officers and soldiers granted sick leave and not accommodated in a convalescent hospital or home where subsistence is provided at public expense shall receive, during the period of such sick leave, subsistence allowance under the provisions of Article 199(1). G.O. 177 1944

(2) The entry in Part II Daily Orders granting sick leave to an officer or soldier should state also whether he is to be accommodated in a convalescent home, etc., or whether he is entitled to receive subsistence allowance while on such sick leave. If the latter is the case, the allowances will be credited in his pay account.

(3) If an officer or soldier already in receipt of subsistence allowance is granted sick leave and ordered by the responsible medical authority to spend such sick leave away from his normal place of residence, he may, if required to retain his quarters during his absence on sick leave, and if otherwise eligible therefor, continue to receive such subsistence allowance under the provisions of Article 199(4), in addition to the allowance authorized in paras. (1) and (2) of this article. (Effective 1st April, 1943.)

Application for Permission to Draw Subsistence Allowance

201. (1) Applications to draw subsistence allowance will be submitted to the headquarters of the district concerned for approval.

(2) Officers commanding troops are reminded that, in view of the extra cost to the Canadian public by payment of this allowance, they will be held responsible that no authority to draw subsistence allowance is given unless government accommodation is not available. Personal convenience is not to be taken into consideration.

Claims for Subsistence Allowance

202. Subsistence allowance will be credited to the accounts of those concerned on the paylists, on promulgation of the necessary authority in Part II Orders.

Grants Officers' Messes Training Centres

203. (1) Necessary items of crockery, linen, silverware, chairs easy, and chesterfields not ordinarily issued by Ordnance, will be provided by Ordnance to Officers' Messes of authorized Training Centres, but the total value of the items so provided shall not exceed the following amounts in the case of messes accommodating:—

Under 15 officers	$200
Over 15 officers and up to 30 officers	300
Over 30 officers and up to 60 officers	400
Over 60 officers	500

(2) The number will be based on the establishment (including staff and officers in training) as laid down by National Defence Headquarters. Once such equipment, etc., has been provided, no further issue on account of increase in staff or candidates will be made unless on the special authority of National Defence Headquarters. G.O. 106 1940

(3) Such issues will only be made in cases where a new mess has to be established.

(4) Such equipment, etc., is the property of the Crown and when messes cease to exist or are closed for any length of time, will be handed over to the district or camp ordnance officer for storage and further issue when required.

(5) Requisitions for such equipment, etc., will be forwarded to National Defence Headquarters for approval before issue is made.

(Effective 1st February, 1940.)

Grants to Bands

204. A grant not exceeding $200 shall be made yearly to authorized bands of active units and formations of the Canadian Army for the purchase of music and the repair and replacement of parts of band instruments. This grant will be paid annually in advance on 1st April each year. Claims on M.F.D. 840 will be submitted by the Officer Commanding the unit to the District Officer Commanding or Formation Commander concerned, for approval. Payment will then be made by the Treasury Officer. G.O. 118 / 1941

(Effective 1st April, 1941.)

Libraries

205. An annual grant of $40 will be made for the maintenance and upkeep of libraries at each authorized Canadian Army Training Centre, School and Officers' Selection and Appraisal Centre. Payment of this amount will be made in advance, with effect from 1st April in each year. (Effective 1st April, 1943.) G.O. 409 / 1943

Physiological Tests

206. (1) Volunteers accepted as subjects for physiological tests and experiments in connection with chemical defence are to be paid extra pay at the following rates and under the following conditions:— G.O. 430 / 1942

(*a*) For each individual exposure in which the volunteer is used as a physiological subject—$1 per exposure.

(*b*) Where the period of service as a physiological subject is one month, the minimum of such additional pay shall be $10; for periods other than one month the minimum shall be an appropriate proportion of the said sum of $10.

(*c*) Compensation for any severe lesion resulting from a physiological test in addition to the increased pay provided herein may be authorized by the Medical Officer in charge of the physiological tests up to a maximum individual payment of $20 for each such lesion.

(2) (*a*) Subjects will be paid the basic rate of $1 in cash at the time of exposure and any additional compensation at the end of their period of service as physiological subjects.

(*b*) For this purpose an advance of cash may be made to the Officer i/c Tests, who will submit to the District Paymaster or Paymaster concerned a monthly account, in duplicate, of expenditure incurred.

(*c*) The monthly return of expenditure will be certified by the Officer i/c Tests and the Medical Officer, and will be supported by receipts for all amounts paid out.

(Effective 1st September, 1942.)

PART XIII

TRANSPORT AND TRAVELLING REGULATIONS

(Articles 208-218)

PART XIII

TRANSPORT AND TRAVELLING REGULATIONS

G.O. 341
1945

Conditions and Rates

208. (1) Officers and soldiers when proceeding on duty from their stations under military orders shall be entitled to their actual and necessary transportation as provided in Article 209, and, in addition, travelling allowance as outlined hereunder: Following daily rates shall apply when quarters are not available and rations are not provided.

Rank	For period not exceeding 15 days in one place	After 15 days in one place and for a further period of 15 days
	$ c.	$ c.
Colonel and above	8.00	5.00
Lt.-Colonel Major	7.00	4.00
Captain Lieutenant	6.00	4.00
Warrant Officers and NCO's not below the rank of Sergeant	5.00	3.00
Rank and file	3.50	2.25

(2) The rates as laid down in para. (1) are intended to cover all expenses for hotel accommodation, meals and other charges, but not the cost of railway and other transportation charges or, when necessarily incurred and allowed, the hire of taxis, scales for which are to be as authorized from time to time through the medium of Canadian Army Routine Orders. Gratuities to hotel porters, servants, cab men, etc., are not admissible. In the case of railway parlour and sleeping car attendants and berth attendants for coastal steamers, a reasonable gratuity for services rendered may be allowed not exceeding rates as authorized in Canadian Army Routine Orders.

(3) On Ocean Passages, stewards' fees shall be allowed up to a maximum of $10.00 for officers and $5.00 for warrant officers, Class I. This does not apply when travelling with units on transports or troopships as such, or when travelling on leave.

(4) When the period of absence is less than 24 hours, only actual and reasonable expenses for meals, etc., shall be allowed, not to exceed in any event the travelling allowance authorized for a full period of 24 hours. The rates for meals shall not exceed:—

Breakfast	$1 00
Lunch	1 25
Dinner	1 50

(5) When the period of absence exceeds 24 hours, the full daily rate for each complete period of 24 hours which has elapsed from the time the officer or soldier left his station, until his return thereto, shall be paid, but any fraction of 24 hours at termination of the journey shall be disregarded if less than 6 hours; if between 6 and 12 hours the period shall count as one-half day; if 12 hours or over the period shall count as one day.

(6) The time an officer or soldier leaves or returns to his station shall be taken as the time of departure or arrival of the train, steamship, commercial aircraft, or bus, as the case may be, by which the officer or soldier travels, or by which he would travel, if other means of transportation were not used. Provided, however, that when the officer is authorized to use his own motor car or motorcycle under article 215(1) (*a*) or is ordered to travel in a government-owned motor vehicle, vessel or aircraft, the time of leaving or returning to his station shall be the actual time of departure from or return thereto.

(7) In the case of officers and soldiers travelling by steamer or otherwise, when the cost of transportation includes meals, travelling allowance is not authorized.

Restrictions Governing Travelling Allowance

208A. (1) If an officer or soldier is on duty away from his station and accommodation in public quarters and messing facilities are available, no allowance is issuable except the allowance in lieu of rations applicable at the place of temporary duty, if rations in kind are not issued. G.O. 341 / 1946

(2) If an officer or soldier is on duty away from his station and accommodation in public quarters is available but no messing facilities exist, the following rates shall be paid in lieu of those under Article 208:

Rank	For period not exceeding 15 days in one place	After 15 days in one place, subject to Art. 208C.
For meals:	$ c.	$ c.
Colonel and above	3.00	2.00
Lt.-Colonel Major	2.50	1.50
Captain Lieutenant	2.00	1.50
Warrant Officers and NCO's not below the rank of Sergeant	1.50	1.00
Rank and file	1.50	1.00

(3) If an officer or soldier is on duty away from his station and accommodation in public quarters is not available but messing facilities exist, the following rates shall be paid in lieu of those under Article 208:

Rank	For period not exceeding 15 days in one place	After 15 days in one place, subject to Art. 208C.
For Quarters:	$ c.	$ c.
Colonel and above	5.00	3.00
Lt.-Colonel / Major	4.50	2.50
Captain / Lieutenant	4.00	2.50
Warrant Officers and NCO's not below the rank of Sergeant	3.50	2.00
Rank and file	2.00	1.25

Special Rate of Travelling Allowance

208B. In the case of officers or soldiers proceeding on duty in Canada or elsewhere, when circumstances arise where the rates of travelling allowances are not equitable, the Minister may authorize a special allowance, either higher or lower than those provided in the foregoing regulations, but in any case not to exceed $10.00 per diem in Canadian funds. G.O. 341 / 1945

Continuation of Travelling Allowance

208C. When an officer or other rank is necessarily detained on temporary duty in one place for a period exceeding thirty days and he is not provided with rations and/or quarters, travelling allowance shall be reduced to the equivalent of subsistence allowance or to the allowance applicable for quarters or rations, at the place of temporary duty, as of the thirty-first day. Provided, that when circumstances arise where such rates are not equitable, the Minister may authorize a higher rate, but in no case to exceed the lower rate of travelling allowance. G.O. 341 / 1945

Transport Warrants and Transportation Accommodation

209. (1) When an officer or soldier is authorized to travel at the public expense, a transport warrant shall be obtained for the journey. If a transport warrant has not been obtained, the officer or soldier will procure a receipt from the railway official from whom the ticket is purchased, so that the full rebate from the railway company may be obtained at a later date in exchange for a transport warrant; otherwise he will only be reimbursed the cost of transportation at government rates according to the authorized scale. G.O. 341 / 1945

(2) Subject to the qualifications hereunder, the following classes of transportation are authorized for officers and other ranks, when available:—

	By Rail	*By Sea*
Officers	First	Cabin
Warrant Officers, Class I	First	Cabin
Warrant Officers, Class II and III and N.C.O.'s not below the rank of Sergeant	First	Tourist
Corporals and ranks below	Second	Third

For ocean passage the class of accommodation may be raised if 3rd class does not exist or is unsuitable.

(3) Personnel travelling by rail, except by special trains are to be provided with accommodation as follows:—

(*a*) Officers are to be allowed parlour car seats when travelling by day, and standard sleeping car berths when travelling by night, subject to the following provisions:—

(i) Members of the Defence Council and Army Council are entitled to compartments.

(ii) District Officers Commanding and all other officers of the rank of Brigadier or higher, when requiring sleeping car accommodation are entitled to single rooms (chambrettes).

(iii) Officers carrying highly secret documents may be provided with single rooms (chambrettes) if an officer not below the rank of Brigadier certifies in writing that he considers such accommodation necessary.

(iv) Officers of the rank of Colonel are entitled to standard lower berths.

(v) Officers of the rank of Lt.-Colonel are entitled to standard lower berths. If these are not available they will be provided with standard upper berths.

(vi) If the class of accommodation authorized in sub-para. (i), (ii), (iii), (iv), and (v) is not available, the next higher class available may be provided.

(vii) Where standard lower berths or upper berths are not available, officers of the rank of Major and below are to be provided with tourist sleeping car berths, if available.

(viii) The Minister may authorize a chambrette, compartment, or drawing-room for an officer, notwithstanding the above provisions, if in his opinion such is warranted by reason of the nature of the duty which the officer is called upon to perform.

(*b*) Warrant Officers and Staff Sergeants are to be provided with standard sleeping car berths when the journey involves night travel. If standard sleeping car berths are not available, warrant officers and staff sergeants are to be provided with tourist sleeping car berths, if available.

(*c*) Sergeants are to be provided with tourist berths when the journey involves night travel. If tourist accommodation is not available, first class transportation and standard berths may be provided.

(*d*) Army personnel below the rank of sergeant, if required to spend two (2) consecutive nights or more on a continuous journey, may be provided with berths in tourist cars. If tourist berth accommodation is not operated, first class transportation and berths in standard sleeping cars may be provided.

(*e*) Army personnel below the rank of Sergeant proceeding on special duty which requires them to report for duty immediately on arrival at destination, if travelling overnight, may be provided with tourist berths. If a tourist car is not operated, first class transportation and standard berths may be provided.

(*f*) Personnel below the rank of Sergeant returning from overseas are to be provided with tourist berths when the journey involves night travel. If tourist accommodation is not available, first class transportation and standard berths may be provided.

(4) Subject to the availability of appropriate railway equipment, personnel travelling by special trains are to be provided with transportation and accommodation on the following scale:—

	Transportation	*Accommodation*
Officers	First	Standard berth and/or a parlour car seat.
Warrant Offr. Class I	First	Standard berth.
Warrant Offr. Class II and all ranks below.....	Second	As authorized by National Defence Headquarters.

(5) A higher class of transportation and accommodation than is provided for in this Article may be arranged for invalids upon recommendation of a medical officer; and for members of the CWAC on authority of the Minister.

Disembarkation Leave and Furlough

210. (1) An officer or soldier proceeding on Disembarkation Leave or Furlough upon returning to Canada shall be granted transportation from the unit from which he proceeds on leave: G.O. 341 / 1945

(*a*) to his bona fide home in Canada, the United States of America, Newfoundland or Alaska; or

(*b*) to the place in Canada, United States of America, Newfoundland, or Alaska, nearest to his bona fide home when such bona fide home is outside Canada, the United States of America, Newfoundland or Alaska; or

(*c*) to the place in Canada or the United States of America at or nearest to which he was residing immediately prior to his appointment or enlistment; or

(*d*) to any other point in Canada providing the cost of the move detailed in (*c*) above is not exceeded,

and return transportation to the unit at which he is required to report on the expiration of such leave.

(2) All ranks shall be provided with sleeping accommodation for overnight journeys. The class of sleeping accommodation provided shall be governed by Article 209 of these regulations. If tourist sleeping accommodation is not available, ranks below that of sergeant may be provided with first class transportation and standard sleeping car berths.

(3) Meals shall be provided by means of the appropriate vouchers.

Transport and Travelling Allowances on Appointment or Enlistment

211. (1) Transport and travelling expenses may be provided an officer to cover the journey from his place of normal residence in Canada to the location of the unit to which he first reports, provided the distance is over 200 miles. No allowances shall be permitted for periods of un- G.O. 341 / 1945

authorized stop-overs during such journey. For the purposes of this paragraph, the place of normal residence shall be deemed to be the place at which the officer was residing in Canada when application for appointment was submitted.

(2) A prospective recruit for the Active Army who presents himself for enlistment to any Army Recruiting Officer shall, subject to the following conditions, be entitled to receive transportation, meals and accommodation as provided in this Article, for the period prior to his attestation.

Before despatching the applicant to a Reception Centre for attestation, the Army Recruiting Officer must satisfy himself as far as possible by a general appraisal, that the applicant is a suitable candidate for enlistment into the Active Army, and that his occupational and domestic affairs are in such order as will permit of his enlistment without his having to immediately apply for leave after attestation in order to wind up his affairs, either personal or occupational.

(*a*) For the period of the inward journey from his home to the reception centre, a prospective recruit shall receive:

(i) A "Canadian Army Transport Warrant" (MB 32) from his home to the reception centre.

(ii) Meal tickets, or in lieu a meal allowance not exceeding 50c for each meal which he would normally require during the journey.

(iii) A lodging allowance not exceeding $1.25 for each night necessarily spent at a stop-over point where he had been detained for reasons beyond his control during the period of the journey.

(*b*) For the period of his detention at a reception centre prior to his attestation or rejection, a prospective recruit shall receive:

(i) Quarters and rations in kind, and if such are not available, the allowances in lieu thereof at the rates provided in Article 199, F.R. & I. (Canada).

(ii) A pre-enlistment allowance equivalent to the lowest rate of pay of a private, effective from the date of his arrival at the reception centre.

Provided that, if the candidate is rejected for reasons other than the requirements of the Service (e.g., for other than medical reasons, failure to pass requisite tests, etc.) he *shall not* be entitled to receive the allowances specified in (i) and (ii) above.

(*c*) For the period of the return journey from the reception centre to his home, if he is rejected for purely Service reasons only, the candidate shall receive:

(i) A "Canadian Army Transport Warrant" (MB 32) from the reception centre to his home.

(ii) Meal tickets, or an allowance in lieu as in sub-para. (*a*) (ii) hereof.

(iii) A lodging allowance at the rates and under the conditions prescribed in sub-para. (*a*) (iii) hereof.

(iv) A "Pre-enlistment" allowance as provided in sub-para. (*b*) (ii) hereof.

If the candidate is rejected for reasons other than the requirements of the Service (e.g., for other than medical reasons, failure to pass requisite tests, etc.), he *shall not* be entitled to receive either transportation, meal tickets or the allowances provided in this paragraph.

(*d*) Where the candidate is enlisted and posted to leave without pay, a transport warrant may be issued for the return journey. Such enlisted personnel on leave without pay may be furnished with an additional warrant when required to report on the expiration of their leave.

(*e*) "Canadian Army Transport Warrants" (MB's 32) issued under the provisions of this article will include sleeping accommodation if such is an entitlement under the provisions of Article 209(3)(*d*).

Transportation and Travelling Expenses on Discharge

212. (1) An officer or soldier, other than one who is a member of the Permanent Active Militia and in respect of whom provision is made by Article 212A of these regulations, shall, on ceasing to serve with the Force or on being discharged therefrom, be entitled to transportation and travelling expenses, except as provided in paragraph (4) below: G.O. 361 / 1945

(*a*) If residing in Canada immediately prior to becoming a member of the Force or, having directly transferred from any of the Naval or Air Forces of Canada, was residing in Canada immediately prior to joining such Force—

(i) To the place in Canada where he was residing immediately prior to his appointment or enlistment; or

(ii) To any other place in Canada if the cost of the journey does not exceed the expenses authorized in (*a*)(i); or

(iii) To his bona fide home in Canada, or the place in Canada nearest to his bona fide home if such bona fide home is outside Canada; or

(iv) To the place in Canada where, in the opinion of his commanding officer, he has a bona fide intention of establishing permanent residence, or the place in Canada nearest to the place where, in the opinion of his commanding officer, he has a bona fide intention of establishing permanent residence if such place is outside Canada.

(*b*) If residing outside Canada immediately prior to becoming a member of the Force or, having directly transferred from any of the Naval or Air Forces of Canada, was residing outside of Canada immediately prior to joining such Force—

(i) To the place in the country outside Canada where he was residing immediately prior to his appointment or enlistment; or

(ii) To any other place in such country if the cost of the journey does not exceed that authorized in (*b*)(i); or

(iii) To any place in Canada, if the cost of the journey does not exceed that authorized in (*b*)(i) and if he has obtained permission from the appropriate governmental authority to remain in Canada.

(2) The entitlement under this Article shall be governed by an election made in writing by the officer or soldier immediately prior to discharge proceedings being initiated, unless the officer commanding the unit from which discharge is being effected in his discretion permits a further election.

(3) Transportation on discharge issued under the provisions of this Article shall include sleeping car accommodation for all overnight journeys. Ranks of Sergeant and below shall be provided with tourist accommodation where operated, but if tourist accommodation is not available, first class transportation and berths in standard sleeping car will be provided.

(4) An officer or soldier who leaves the Force for the purpose of joining any other of His Majesty's Forces or an allied force shall not be entitled to transportation or travelling expenses under this Article, except on a direct transfer between the Naval, Military and Air Forces of Canada under arrangements which may be approved from time to time.

(5) Notwithstanding anything contained in this Article a claim for any of the benefits prescribed in paragraphs (1) to (4) inclusive shall not be payable unless it is made within six months of the date the officer or soldier ceases to serve with the Force. If, however, prior to the expiration of the six-month period the Quartermaster-General or such other officer as he designates, is of the opinion that special circumstances exist, he may authorize an extension of the period. G.O. 123 / 1946

Transportation on Retirement or Discharge—Permanent Active Militia

212A. Article 97, Pay and Allowance Regulations, 1937, will apply to members of the Permanent Active Militia, serving with the Canadian Army (Active), but subject to NDHQ authority in each case. G.O. 341 / 1945

Travelling Claims

213. (1) All travelling claims are to be prepared in the following manner and submitted for payment as soon as possible after the completion of the journey:— G.O. 341 / 1945

(*a*) Claims are to be submitted on MFD 811, in triplicate, typewritten if possible, and all particulars required by the form must be inserted thereon.

(*b*) The date and hour of departure from claimant's station and date and hour of return must be shown for each journey and the nature of service and authority for the journey must be quoted on the claim.

(*c*) Claims for travelling allowance exceeding seven days in an area where troops are quartered, or while on duty at a Canadian hospital or school of instruction, must be supported by a certificate from the commanding officer concerned that quarters and rations were not available. For periods of seven days or less, similar certificates by the claimant must be given on the claim.

(*d*) Claims must be certified by the commanding officer of the claimant's unit or head of his service as the case may be.

(*e*) Claims will be forwarded to the headquarters of the district or camp concerned for settlement.

(*f*) After a travelling claim has been settled, no subsequent adjustment of rates shall be made, consequent upon any antedated promotion or relinquishment of rank or appointment published after payment of the claim

(2) (*a*) Charges for any unusual expenditure are to be supported by a statement of the circumstances which rendered it necessary; and receipted vouchers will be obtained for all miscellaneous expenditure whenever practicable when the amount exceeds $2.50. The distance travelled by road will always be stated on the claim.

(*b*) Claims for expenses under circumstances not provided for by regulations, and cases of doubt as to the propriety of particular charges shall be submitted before payment or disallowance with a full report of the circumstances for the decision of the District Officer Commanding; if necessary such questions should be referred to National Defence Headquarters. In these circumstances claims of officers or soldiers proceeding to or returning from Overseas may be submitted by the District Paymaster to National Defence Headquarters for pre-audit before payment is made.

(3) Cab fares may be allowed to personnel travelling on duty at the tariff rates as published from time to time in Canadian Army Routine Orders, under the following circumstances, if no suitable public conveyance or military transport is available:—

(*a*) FOR OFFICERS

(i) For all distances of one mile or upwards.

(ii) For distances less than one mile, when baggage (other than hand baggage) is necessarily conveyed.

(iii) When two or more officers are proceeding on the same journey, separate vehicles will not be allowed for each in cases where it is possible by forethought and care to make more economical arrangements.

(*b*) FOR ALL RANKS

(i) To warrant officers when necessarily travelling with baggage if no cheaper mode of conveyance is available.

(ii) For handcuffed prisoners when railway conveyance cannot be used.

(iii) For conveying military foremen of works to and from their duties, when the distance exceeds two miles, and no cheaper mode of conveyance is available.

(iv) When necessary for the conveyance of invalids.

(4) Subject to Article 216, non-commissioned officers and men when necessarily travelling with baggage will be allowed cost of transporting same, if obliged to make their own arrangements.

(5) An officer or soldier travelling on duty will be supplied, by application on MFM 15 to the District Paymaster, with an advance of cash sufficient to cover the cost of the journey. These advances must be accounted for immediately on completion of the service and the District Paymaster will take steps to ensure that such advances are accounted for promptly.

Transportation of Tubercular and Mental Cases

214. Upon members of the CASF being declared medically unfit (tubercular or mental cases) where a Medical Board decides that the disability was neither caused by, nor aggravated on service (Non-pensionable cases), District Officers Commanding are authorized to inform the provincial authorities when such personnel are handed over to their care, that transportation costs to the province of legal domicile, which will be to the point designated by the receiving province, may be issued, chargeable to the Department of National Defence. In instances where an attendant or special travelling facilities are necessary, such may be similarly provided upon certification by the District Medical Officer that it is necessary. (Effective 6th February, 1940.) G.O. 341 / 1945

Privately Owned Motor Cars and Motorcycles

215. (1) Subject to the following conditions, an officer or soldier may use his own motor car or motorcycle for journeys where railway transportation would otherwise be furnished at the public expense:— G.O. 341 / 1945

(*a*) In cases where, having regard to the nature of the duty or duties to be performed, it would clearly be in the public interest for the officer or soldier concerned to travel by motor car or motorcycle. The district officer commanding concerned or in the case of an officer or soldier employed at National Defence Headquarters, the Quartermaster-General may authorize such officer or soldier to use

his own motor car or motorcycle for travelling, in which case the owner thereof shall be reimbursed at an amount of 6 cents per mile for motor cars and 3 cents per mile for motorcycles, based on the actual mileage necessarily travelled.

In cases where the most economical route that can be travelled is served by toll bridges and ferries, claim for reimbursement for such toll and/or ferry charges may be made, provided the receipts for expenditures necessarily incurred thereon are attached to the travelling claim.

(*b*) In the case of a journey where it is not clearly in the public interest for the officer or soldier concerned to use his own motor car or motorcycle, but the use of the same is desired merely to suit the convenience of such officer or soldier, the district officer commanding concerned, or, in the case of an officer or soldier employed at National Defence Headquarters, the Quartermaster-General, may authorize the use of such privately owned motor car or motorcycle, in which case the owner thereof shall not be reimbursed as in (*a*) above, but will be paid the amount which would have been incurred by the public had the journey been made by rail, excluding tax.

(*c*) If, in addition to the owner of the motor car or motorcycle, other officers or soldiers are proceeding on official business therein instead of by rail, no payments in addition to the above shall be made to the owner of the motor car or motorcycle nor to any officer or soldier accompanying him with respect to the cost of transportation which would otherwise have been paid had the journey been made by rail.

(*d*) Authority to authorize journeys under the provisions of (*a*) and (*b*) above may be delegated by the district officer commanding concerned, or by the Quartermaster-General as the case may be, to unit commanders and staff officers in respect to personnel serving under their orders.

(*e*) In addition to the aforesaid payments, which are made only to the owner of the motor car or motorcycle there shall be paid to such owner and to each officer or soldier travelling with him on official business, the travelling allowance authorized by the regulations for the actual period of absence on duty, but in no case to exceed the amount which would have been payable had the person concerned travelled by rail over the most direct route.

(*f*) The authority to use, or travel in, a privately owned motor vehicle as hereinbefore provided, shall be deemed to be only a privilege, and by the granting thereof the Crown does not assume any liability or responsibility for any accident, injury, or damage to any persons or property whatsoever which may happen or occur during the period the motor vehicle in question is being so used, nor shall any compensation be payable for, or in respect of, any wear and tear of the said motor vehicle, or its equipment.

An officer or soldier, therefore, should carry such insurance as will afford adequate protection, but the cost of effecting such insurance shall not be admissible as a charge against the public.

Shipment of Personal Effects

G.O. 341
1945

216. (1) (*a*) When members of the CASF are reposted the following weights of personal effects, other than household effects, may be shipped at public expense:—

Officers	250 lbs.
Other Ranks	150 lbs.

(*b*) The aforementioned weights represent the total allowance and include the amounts for which the railways provide free transportation, e.g. 150 lbs. when forwarded in conjunction with first or second class railway tickets.

(*c*) The excess weight over and above the amounts carried free by railways will be shipped by freight at "Released Rates".

(*d*) Where the weight of baggage which the carrier undertakes to carry without charge is less than 150 pounds, an officer or soldier shall be entitled to be reimbursed for the cost of transporting a weight of baggage representing the difference between the weight carried without charge and 150 pounds, in an amount not in excess of the cost of such shipment at express rates.

Expenses Incurred While on Leave

G.O. 341
1945

217. An officer or soldier is not entitled to travelling expenses incurred by him in consequence of leave except as hereunder:—

(1) If an officer or soldier, while on leave, is ordered to perform any duty away from his station, the actual travelling expenses incurred in the performance of such duty, not exceeding the cost which would have been incurred had the officer or soldier not been on leave, will be allowed.

(2) As provided for under Article 210 of these regulations.

218.

PART XIV

MISCELLANEOUS

(Articles 219-224)

PART XIV

MISCELLANEOUS

Secret Service and Intelligence Expenses

219. When expenditure is necessarily incurred for secret service and intelligence work, the claim in respect thereof will be supported by the personal certificate of the district officer commanding, or the Chief of the General Staff, that the expenditure was incurred under his orders, that it was strictly for secret service or intelligence work, and that it contains no personal emolument paid to any officer or soldier of the Force.

Funeral Expenses

220. (1) A sum not exceeding $75 may be paid by the Department to a Funeral Director to cover the undermentioned funeral services of any officer or soldier who dies in Canada, Newfoundland, or the United States of America, provided that burial takes place in a cemetery at or contiguous to the place at which death occurred: G.O. 1 / 1941

(*a*) Casket to be cloth covered, silk lined, and to have engraved name plate and six handles; or, casket to be of surface oak, to have engraved name plate and six handles; also crucifix if required.
(*b*) Shipping or outside case to be furnished.
(*c*) Body to be embalmed for burial.
(*d*) Shroud or other clothing to be furnished when necessary.
(*e*) Hearse to be furnished. (A deduction of $5 from the amount allowed for services rendered shall be made in cases where the Department supplies a gun carriage or other vehicle when used instead of a hearse.)
(*f*) Mourners' carriage to be furnished (two) when necessary.
(*g*) Use of chapel or funeral parlour.
(*h*) Charges for local removal of body to be paid by the Funeral Director.
(*i*) Funeral to be supervised by Funeral Director or a responsible employee.

(2) In addition to the burial expenses proper, as provided for above, if burial takes place in a cemetery at a distance from the place at which death occurred and is not conducted by the Funeral Director who prepared the body and furnished the casket, an expenditure not in excess of $25 may be paid to the Funeral Director who furnishes the necessary services at the place of burial.

(3) If the funeral and burial are arranged by a person entitled to the custody of the body, the Department, on the presentation of certified accounts from the undertaker covering the expenses in question, may pay an amount not exceeding that which would have been authorized had the Department made the arrangements.

(4) With respect to the cemetery arrangements, burials should, wherever possible, be made in existing plots or cemeteries, preferably those owned or controlled by the Government, or in those the owner of which permits the erection of the approved upright type of headstone. Where this is not possible, permanent single graves may be purchased at the rates prevailing in the particular cemetery.

(5) The cost of opening and closing the grave, where necessary, may be paid at the prevailing rates.

(6) In the event of special preparation of the body being required owing to communicable disease, drowning or accidental death, an additional amount not exceeding $15 may, on the authority of the Commanding Officer, be paid to the Funeral Director who prepares the body for burial.

(7) When the services of a Chaplain are not available, an amount not exceeding $15 may be paid in respect of the expenses of the officiating clergyman for his attendance.

(8) When provincial or other laws demand, or when the condition of the remains necessitates, a metal lined hermetically sealed coffin may be provided, on the certificate of a medical officer or the commanding officer if no medical officer is present, at public expense at prevailing rates, notwithstanding that the sum of $75 set forth in paragraph (1) is thereby exceeded. G.O. 177 / 1944

(9) When death takes place in Canada or the United States of America and in accordance with a request received from the next of kin, interment is made at a place either in Canada or the United States of America other than that at which death occurred, the actual cost of the transportation of the remains from the place where death occurred to the place of interment will be provided at public expense. If it is necessary that the remains be accompanied by a military escort, transportation may be supplied to and from destination and travelling allowance may be paid in accordance with the appropriate regulations. G.O. 259 / 1942

(10) When death occurs other than in Canada, Newfoundland, United States of America or the United Kingdom, the cost of burial, at prevailing rates, may be authorized at the discretion of the Officer Commanding concerned. In cases where considerable delay is likely to occur before the services of an undertaker can be made available, interment should be made under active service field conditions and the provisions of Article 829, F.R. & I., C.A.S.F. (Overseas) will apply.

(11) Where death occurs in Newfoundland, if funeral arrangements provided for in sub-paras. (1) to (8) both inclusive, above are not available, or where considerable delay is likely to occur before they can be made available, interment will be made under active service field conditions, and actual expenses necessarily incurred will be allowed not exceeding in any case the amounts authorized in sub-para. (1) above.

(12) Funeral expenses will not be paid for any officer or soldier who dies while on leave of absence without pay, unless there are special circumstances in connection with the case, and which may then be authorized at the discretion of the Minister.

(13) If the relatives desire to make more elaborate arrangements than provided above they must bear the additional cost.

(14) Bodies or ashes of cremated remains of personnel of the Canadian Army who die while serving at points outside Canada or the United States of America will not, under any circumstances, be returned from overseas for interment during the present period of hostilities, either at public expense or at the request of relatives. (Effective 1st October, 1940.) G.O. 159 / 1944

(15) When the next-of-kin requests cremation of the remains, all or a portion of the cost of such cremation may be paid provided the total expenditure from public funds shall not exceed the amount which would have been incurred had the remains been buried as otherwise provided for under these regulations. (Effective 28th March, 1944.) G.O. 177 / 1944

Procedure in Cases of Deceased Personnel

221. The following procedure will be carried out in the case of officers and soldiers dying while serving with the forces: G.O. 182 / 1941

(1) Committee of Adjustment:

(*a*) Immediately the report of the death of a member of his unit is received, the Commanding Officer concerned, except as indicated in sub-paragraph (*b*), is responsible for the appointment of a Committee of Adjustment consisting of three officers. When practicable the President should not be below the rank of Captain, or if the deceased was an officer, the President should not be of a lower rank than Major. If the Commanding Officer is for any reason unable to appoint such a Committee, he will so inform the superior officer to whom he reports, who will take the necessary action to appoint the said Committee.

(*b*) Where death occurs at sea and the ship or vessel in which the deceased was being transported either to or from any port in Canada becomes a total loss, no Committee of Adjustment shall be appointed, but the Paymaster-General, N.D.H.Q., Ottawa, will prepare and forward a Last Pay Certificate to the Administrator of Estates.

(2) The duties of a Committee of Adjustment are to:

(*a*) Secure and make an inventory of—

(i) All personal effects comprised in the service estate of the deceased.

(ii) All public clothing and equipment.

(*b*) Obtain itemized accounts for the expenses, within the amounts authorized from time to time for payment by the Government of last illness and funeral. (Expenses over and above such authorized amounts do not concern the committee as same are payable by the relatives or persons who made more elaborate and costly arrangements.)

(*c*) Obtain itemized accounts for the preferential charges, if any, against the service estate of the deceased; also obtain particulars of any other (ordinary) debts or claims of any nature which may have come to the Committee's notice.

(i) "Service Estate" in respect of a deceased member means that part of his personal estate which consists of balance of pay and allowances and other emoluments emanating from the Crown, which at date of death are due or otherwise payable, and effects issued by the Crown, which under Regulations he is permitted to retain, and all personal belongings found on the deceased and in camp, quarters or otherwise in the care and custody of the Service authorities, including cash on hand and personal articles and effects.

(ii) Preferential charges on the service estate of a deceased member are service debts and are a first charge or lien against such estate. They are payable by the Administrator of Estates in preference to all other debts and liabilities, in the following order:—

(1) Quarters.

(2) Mess, canteen, band and other service accounts.

(3) Service clothing, appointments and equipment, purchased by a deceased member, not exceeding a sum equal to six months' pay of the deceased, and having become due within eighteen months before his death.

(*d*) Certify all accounts under (*b*) and (*c*)—for which purpose only the signature of the President of the Committee is required.

(*e*) Turn into Unit Stores all public clothing and equipment and obtain a statement of deficiencies (Form M.F.C. 512 or M.F.D. 871).

(*f*) Lodge with the Unit Paymaster—

(i) All cash found in the effects of deceased.

(ii) Any travelling claim to payment of which the deceased member was entitled and which had not, by reason of death, been submitted, same to be signed by his Commanding Officer on behalf of the deceased member and also by separate signature to be certified by him in his capacity of Commanding Officer.

(iii) A statement as to deficiencies (Form M.F.C. 512 or M.F.D. 871).

(iv) Itemized account, or accounts, in duplicate, in respect of expenses of last illness and funeral expenses to be paid by the Government, certified as in (*d*).

(*g*) Obtain from the Unit Paymaster a Last Pay Certificate.

(*h*) Forward to the Administrator of Estates, Department of National Defence, Ottawa, all personal effects comprised in the service estate of the deceased with one copy of inventory thereof.

(*j*) (i) Prepare, and sign, in triplicate, a Report (Form M.F.B. 303) of the Committee's Proceedings.

(ii) Forward direct to the Administrator of Estates the original and second copy of such report and the exhibits thereto including Last Pay Certificate and any original will left in the custody of the unit or found among the deceased's effects.

(iii) Retain the third copy of the report on the unit file.

(3) Personal effects must not be sent from the unit to the next of kin, but must be forwarded with inventory direct to the Administrator of Estates as the disposition of such effects as well as the payment of preferential or other charges on the service estate and the administration of each service estate are solely under the jurisdiction of the Administrator of Estates, to whom should also be referred for reply all enquiries of relatives, creditors, etc., concerning the estate. The personal papers and small articles, including those of intrinsic or sentimental value, must be separated from the bulky effects and carefully packed and sent by registered mail with inventory thereof to the Administrator of Estates.

(4) The Unit Paymaster is responsible for taking the following action:—

(i) Depositing to the credit of the Receiver General any cash, the property of the deceased, turned over to him by the Committee of Adjustment. He will credit the amount of such moneys to the deceased's account in the current month's paylist, particulars of the deposit receipt being entered in the remarks column of the paylist.

(ii) Debiting the account with the amount of any liabilities for clothing and equipment as shown on M.F.C. 512 or M.F.D. 871.

(iii) Preparing Last Pay Certificate which will include and show items under (i) and (ii). He will pass three copies of the L.P.C. to the Committee of Adjustment and forward a fourth copy together with deposit receipt to the District Paymaster for transmission to the District Treasury Officer.

(iv) The forwarding of certified accounts for last illness and funeral expenses payable by the Government to the District Paymaster for action.

(v) The forwarding of any travelling claim under (2) (*f*) (ii) to the District Paymaster for action leading to payment to the Administrator of Estates of the amount thereof.

(5) Estate disbursements: Cheques in distribution of service estates will be issued by the Chief Treasury Officer, Department of National Defence, Ottawa, on instructions from the Administrator of Estates.

Procedure in Respect to Personnel Certified Insane, and Other Mental Cases

221A. The following procedure will be carried out in respect to members of the forces, being officers retired or soldiers discharged as mental cases and committed to a mental institution under the Department of Pensions and National Health for institutional treatment and care.

(1) Upon such retirement or discharge to D.P. & N.H., a Committee of Adjustment will be appointed and convened in the same manner as in the case of a deceased member of the force.

(2) The duties of a Committee of Adjustment in respect of such member are to—

(*a*) Secure and make an inventory of—
(i) All personal effects comprised in the member's service estate.
(ii) All public clothing and equipment.

(*b*) Obtain itemized accounts of the preferential charges, if any, against the member's service estate; also obtain particulars of any other (ordinary) debts or claims of any nature which may have come to the Committee's notice.

(*c*) Turn into Unit Stores all public clothing and equipment, and obtain a statement of deficiencies (Form M.F.C. 512 or M.F.D. 871).

(*d*) Lodge with the Unit Paymaster—
(i) All cash found in the effects of the member.
(ii) Any travelling claim to payment of which the member was entitled and which had not, by reason of his discharge, been submitted,—same to be signed by his Commanding Officer on behalf of the member and also by separate signature to be certified by him in his capacity of Commanding Officer.
(iii) A statement of deficiencies (Form M.F.C. 512 or M.F.D. 871).

(*e*) Obtain from the Unit Paymaster a Last Pay Certificate.

(*f*) Deliver or forward—
(i) To the Superintendent of the Hospital to which the member is committed, all articles of personal clothing.
(ii) To the District Administrator of the Department of Pensions and National Health for the district in which is located the hospital to which the member is committed, any documents, insurance policies, bank books, etc., and articles of sentimental or intrinsic value. Unless delivered by hand, such items should be forwarded by registered mail.

In each case a copy of the inventory shall accompany the effects in duplicate and one copy is to be receipted under (i) by the Superintendent of the institution or some official on his behalf, and under (ii) by the District Administrator of the Department of Pensions and National Health or his Deputy, and returned to the Officer Commanding the member's unit.

(*g*) (i) Prepare and sign in duplicate (or in triplicate if sub-para. (*g*) (iii) applies) a report of the Committee's proceedings, retaining one copy with exhibits and L.P.C. on the unit file.

(ii) Forward to District Headquarters, to be placed on the individual file, one copy with exhibits and Last Pay Certificate.

(iii) Forward, but only if there are preferential charges, one copy of the report with exhibits and Last Pay Certificate to the Administrator of Estates, who in conjunction with D.P. & N.H. is responsible for payment of same.

(*h*) Forward the last will, if same is located in the personal effects or is in the custody of the unit, direct to Officer i/c Records, N.D.H.Q., Ottawa.

(3) The Unit Paymaster will prepare Last Pay Certificate as in the case of deceased personnel, provide three copies thereof for the Committee of Adjustment and forward two copies to the District Paymaster for transmission to the District Treasury Officer who will cause a cheque for the Rehabilitation Grant and another for the total of the balance of ordinary pay and clothing allowance, to be drawn in favour of the Receiver General and forwarded, together with a copy of the Last Pay Certificate, to the District Treasury Officer of D.P. & N.H. for the district in which is located the hospital to which the member is committed.

(Effective 1st June, 1941.)

Hospital Stoppages

222. (1) Officers and soldiers admitted to hospital by reason of alcoholism will be subject to stoppage of full pay. (Effective 15th May, 1942.) G.O. 377 / 1942

(2) Hospital stoppages will be charged both for day of admission and day of discharge from hospital.

(3) For deductions from pay for other causes than the above, see sub-para. (1) (*d*), article 149, and article 155.

(4) If an officer or soldier is subject to forfeiture of pay while undergoing hospital treatment for alcoholism, hospital stoppages will not be made for any day on which such officer or soldier forfeits his pay. G.O. 377 / 1942

223. G.O. 377 / 1942

Procedure regarding Hospital Stoppages

224. (1) In accordance with paragraph (1) (*d*), article 149, a soldier's pay may be forfeited for every day he spends in hospital on account of sickness certified by the proper medical officer attending on him at the hospital to have been caused by an offence under the Army Act committed by him.

Attention is also directed to article 222, which lays down the amount of stoppages to be made against officers and soldiers admitted to hospital suffering from alcoholism. G.O. 377 / 1942

Under no other circumstances than those indicated above may hospital stoppages be made from the pay of officers or soldiers of the Force.

(2) It will be necessary for notification of liability for hospital stoppages to be published in Part II Orders of the units concerned, and in this connection the following procedure will be followed:—

(*a*) In the case of an officer or soldier admitted to hospital suffering from a disease for which hospital stoppages are enforceable, two copies of M.F.D. 869 shall be immediately completed by the medical officer in charge of the hospital, showing the date from which stoppages are to be enforced, and one copy shall be forwarded to the district paymaster and one copy to the officer commanding the unit of the officer or soldier concerned.

(*b*) Upon receipt of such notification the officer commanding the unit shall cause to be published a suitable entry in Daily Orders Part II, which entry should include the following information: "Having been admitted to hospital..... is liable to stoppages of pay under Article 222, Financial Regulations, C.A.S.F."

(*c*) Upon the discharge of the officer or soldier from hospital, or in the event of the officer or soldier ceasing to be liable to stoppages while still in hospital, M.F.D. 869, showing date up to which stoppages are to be enforced, shall be completed in duplicate and disposed of as in sub-paragraph (*a*) above.

(*d*) Upon receipt of the necessary information on M.F.D. 869, the officer commanding the unit of the officer or soldier concerned shall cause a further Part II Order to be published showing the date from which hospital stoppages are to be discontinued.

(*e*) The entries in Part II Orders mentioned above will be accepted by the paymaster as authority for the necessary deductions in the pay account of the individual concerned, and such deductions will be made month by month, if necessary, until such time as a further entry appears in Part II Orders that stoppages are no longer enforceable.

(*f*) The copies of M.F.D. 869 forwarded to the district paymaster will be used by him as a check, to ensure that the required entries are duly published in the Part II Orders of the unit concerned.

(*g*) In the event of a man being in hospital under forfeiture of pay, hospital stoppages will not be charged against him for any period during which his pay is forfeited, but a suitable notation will be made accordingly in the remarks column of the paylist.

(3) Where a soldier is admitted to hospital on account of sickness caused by an offence under the Army Act, committed by him, hospital stoppages will not be enforced until the soldier has been convicted of the offence which is considered to have caused the sickness, either by his commanding officer or by court martial. As soon as he has been convicted, however, the commanding officer will call for a certificate from the medical officer of the hospital, required by paragraph (1) (*d*), article 149. When this certificate is received, the commanding officer will cause the necessary insertion to be made in Part II Orders, showing the length of time spent by the soldier in hospital and stating that he was, during this time, suffering from sickness certified to have been caused by an offence under the Army Act committed by him. (*See* also Article 155.)

PART XV

CANADIAN WOMEN'S ARMY CORPS

Pay and Allowances

(Articles 300-311)

G.O. 318
1943

(Effective 1st July, 1943.)

PART XV

CANADIAN WOMEN'S ARMY CORPS

Pay and Allowances

Application of Financial Regulations and Instructions for the Canadian Active Service Force

300. The provisions of F.R. & I., C.A.S.F. (Canada) will apply to the Canadian Women's Army Corps, with the exception of the following articles, and subject to the modifications and additions which appear below:—

Articles 61 (1) (*a*) and (3), 71A, 88 (2), 123 to 126 inclusive, 129, 131, 133, 134, 143, 144, 144B, 146, 147, 159 (1) (*b*), 174 to 183 inclusive, 189 (9), 192, 193 and 195.

Staff and Special Rates of Pay—Grading for Pay

301. A C.W.A.C. officer appointed to a staff or administrative appointment shall, in addition to the ordinary rate of pay for her rank as provided in paragraph 304 of these regulations, be entitled to the rate of extra pay as set out in the undermentioned classification for her appointment.

Class	1	— Not applicable
	2	— " "
	2A	— " "
	3	— " "
	4	— $1.50
	4A	— 2.50
	5	— 3.00
	6	— 2.00
	7	— 2.25
	8	— 1.25
	9	— 1.50
	10	— 1.00
	11	— 1.00

Classification of Appointments

302. Class	1	Not applicable to C.W.A.C.
"	2	
"	2A	
"	3	
"	4	Brigadier Director (holding rank higher than Colonel).
"	4A	Director (holding rank lower than Brigadier).
"	5	A.A. & Q.M.G. A.Q.M.G.
"	6	Assistant Director (holding rank higher than Major).
"	7	D.A.A.G. D.A.Q.M.G. D.A.A. & Q.M.G. Assistant Director (holding rank lower than Lt.-Col.).
"	8	————
"	9	Staff Captain
"	10	Int. Officer (1st Class). Cipher Officer (1st Class).
"	11	Staff Lieut.—Int. Officer (2nd Class). Cipher Officer (2nd Class). Orderly Officer (2nd Class).

Officers Holding Appointments not Classified

303. An officer holding a staff or administrative appointment for which a special rate of pay is not provided under the preceding paragraphs may, if the Minister sees fit, be granted one of the special rates of pay embodied in the foregoing classification as the Minister may determine.

Regimental Rates of Pay—All Ranks

304. (1) The following daily rates of ordinary pay are authorized for personnel duly appointed to or enlisted in the C.W.A.C.

Officers—	
Brigadier	$11 60
Colonel	9 60
Lieutenant-Colonel	8 00
Major	6 20
Captain	5 20
Lieutenant	4 00
2nd Lieutenant	3 40
Other Ranks—	
Sergeant-Major, W.O. Cl. I	3 35
Quartermaster-Sergeant, W.O. Cl II	2 50
Company Sergeant Major, W.O. Cl. II	2 40
Company Quartermaster Sergeant or Staff Sergeant	2 00
Sergeant	1 75
Lance-Sergeant	1 50
Corporal	1 35
Lance Corporal	1 30
Private (over 18 years of age)—	
On enlistment	1 05
After 4 months' service and subject to the conditions of sub-paragraph (2) of this paragraph	1 10
After 6 months' service and subject to the conditions of sub-paragraph (2) of this paragraph	1 20

(2) Subject to such regulations as may from time to time be prescribed by the Minister, a Commanding Officer may grant the higher rate of pay provided for a private on completion of the required length of service as prescribed in sub-paragraph (1) above but only in case of good conduct and if she considers the volunteer to have reached the prescribed state of efficiency and to be otherwise worthy of advancement. It is not to be considered as an automatic award based on length of service only. Such higher rate must in every instance be published in Part II Daily Orders.

Cadets—Pay and Allowances

305. (1) The designation of a volunteer selected to attend a C.W.A.C. Training Centre with a view to qualifying for a commission shall, during her attendance at such Training Centre, be "Cadet".

(2) A Cadet, while attending a C.W.A.C. Training Centre for the purpose of qualifying for a commission shall, from the date fixed for the commencement of such course and until gazetted to commissioned rank, or until she fails in her examination or is removed from the course for any reason, receive ordinary rates of pay for her substantive rank, provided, however, that a Cadet shall not receive a lower rate of pay than $2.40 per diem.

(3) (*a*) A candidate selected to attend a C.W.A.C. Training Centre as a Cadet whose substantive rank is lower than Sergeant will be granted the acting rank of Sergeant with pay effective the date of departure from

her unit. Such acting rank will be granted by the candidate's unit prior to her despatch and will be held up to and including the day prior to the date fixed for the commencement of the Officers' Training Course which she is to attend, at which time the candidate becomes entitled to receive the rate of pay provided for a Cadet, *vide* paragraph (2) above.

(*b*) A candidate whose substantive rank is Sergeant or higher, holding a higher paid acting rank, will be permitted to retain such acting rank with pay up to and including the day prior to the date fixed for the commencement of the Officers' Training Course which she is to attend, at which time she will be required to revert to her substantive rank, and receive the ordinary rate of pay authorized therefor except that she shall not receive a lower rate of pay than $2.40 per diem as provided in para. (2) above.

(*c*) A Cadet shall cease to draw tradesmen's rates or any other special rate of pay she may be receiving, not later than the date prior to that fixed for the commencement of the Officers' Training Course which she is to attend.

(*d*) The term "C.W.A.C. Training Centre" wherever used in this paragraph includes, in addition to duly authorized C.W.A.C. Training Centres, any Advanced, Basic or Officers' Training Centre or other unit which candidates for commissioned rank may be detailed to attend for a course leading to qualification for such commissioned rank in the C.W.A.C.

Tradesmen's Pay—Rates

306. Volunteers of the C.W.A.C. subject to such conditions and limitations as are authorized by the Minister and by the provisions of paragraph 307 of these regulations, shall be entitled to receive tradesmen's pay, in addition to the ordinary pay of their ranks as provided in paragraph 304, at the following daily rates:—

Trades Group	"A" —	.75
" "	"B" —	.50
" "	"C" —	.25

Conditions Governing Tradesmen's Rates of Pay

307. (1) The trades in which a volunteer may qualify are shown in the War Establishments approved for the Canadian Army. A volunteer filling a tradesman's vacancy in the appropriate rank and trade in the War Establishment may, if qualified and after having passed the approved tests for that trade, draw tradesmen's rates of pay for the highest group within her trade designation for which she qualifies. The tests for each trade and the method by which tests are to be carried out shall be as prescribed in "Instructions Regarding Trade Tests and Trade Testing, 1944" prepared under the direction of the Chief of the General Staff. G.O. 339/1944 G.O. 117/1945

(2) A volunteer shall be entitled to tradesmen's rates of pay upon the following conditions:— G.O. 81/1945

(*a*) She has passed the appropriate trade test as laid down in "Instructions Regarding Trade Tests and Trade Testing, 1944". G.O. 117/1945

(*b*) Subject to the provisions of sub-paras. 4 and 5 of this paragraph she is filling a vacancy in the appropriate rank and trade in the War Establishment of her unit. G.O. 339/1944

(*c*) Subsequent to the 1st April, 1942, she has completed the basic training for her Arm of the Service.

(*d*) Her entitlement to tradesmen's rates of pay has been published in the Part II Orders of her unit.

(3) If a volunteer who is in receipt of tradesmen's rates of pay is promoted and thereby ceases to occupy a tradesmen's vacancy, she shall continue to receive the same rate of pay as she received prior to her promotion until such time G.O. 339/1944

as the rate of pay for any higher rank to which she may be promoted is greater than the rate of pay which she has been receiving at the time of her promotion.

(4) A volunteer who is entitled to tradesmen's rates of pay shall continue to be so entitled while absent from her normal duties on leave, on duty, on a course of instruction or because of wounds, injury or sickness except that caused by alcoholism or an offence under the Army Act. G.O. 498 / 1944

(5) Where a volunteer would be qualified to draw tradesmen's rates of pay if she were filling an Establishment vacancy, she may be authorized to draw tradesmen's rates of pay while being held as an unposted reinforcement within quotas to be determined under the authority of the Adjutant-General.

(6) A volunteer may be granted a rate of tradesmen's pay lower than the maximum allowed for the particular trade capacity in which she qualifies, depending upon the classification she received under the provisions of "Instructions Regarding Trade Tests and Trade Testing, 1944". G.O. 117 / 1945

(7) If a volunteer who is in receipt of tradesmen's rates of pay misconducts herself or is negligent in the performance of her duties, the Commanding Officer of her unit may reduce the rate or revert her to the ordinary Regimental rate of her rank. The Commanding Officer or higher authority may at any time order that volunteers be retested in their trades. If on any such retest, a volunteer fails to qualify as a tradesman or qualifies in a lower classification, her entitlement to tradesmen's rates of pay will be immediately adjusted accordingly.

(8) In special cases and provided that paragraph 2, sub-paragraphs (*a*) and (*d*) have been complied with, tradesmen's rates of pay as set forth in paragraph 306 may be authorized to be paid to a volunteer specially employed as a tradesman under the authority of the Adjutant-General or the Senior Officer, C.M.H.Q.

Assigned Pay—Amount to be Assigned

308. The provisions of Article 88 of these regulations apply with the exception that, for the table contained in paragraph (2) thereof, the following is substituted:—

Warrant Officer, Cl. I	$50 00
Warrant Officer, Cl. II	35 00
Staff-Sergeant	30 00
Sergeant	25 00
Lance-Sergeant Corporal Lance-Corporal	20 00
Private	15 00

Allowance for Underclothing and Toilet Articles

309. (*a*) Volunteers not issued with underclothing and toilet articles will be paid an allowance in lieu as follows:—

On enlistment	$15 00
Quarterly (in arrear)	3 00

These allowances will be credited to the pay accounts of those concerned and payment made in the ordinary way. The allowances are *not* subject to stoppage or forfeiture. G.O. 81 / 1945

(*b*) Payments are to be credited for the quarter periods shown below and released on the last day of each period.

1st quarter—1st January to 31st March
2nd quarter—1st April to 30th June
3rd quarter—1st July to 30th September
4th quarter—1st October to 31st December

(*c*) The allowance will not be due or payable for any portion of a quarter period in which enlistment is effective, e.g., if the date of enlistment is on or between 1st January to 31st March (the first quarter), credit will begin on the 1st April, and payment will be made on the 30th June.

For the quarter period in which discharge is effective the allowance is to be computed on the basis of 3⅓ cents per day dating from the first day of such quarter period, to the date of discharge.

Recruits' Clothing Allowance

310. A recruit on attestation will be granted an allowance of 20 cents per day until a Canadian Women's Army Corps uniform has been issued. This allowance will be credited to the accounts of those concerned in their units' paylist, and payment made in the usual manner. This allowance is *not* subject to stoppage or forfeiture.

Compensation for Loss of Kit—Submission of Claims

311. With reference to F.R. & I., C.A.S.F. (Canada), Article 189 (9), claims for articles destroyed or damaged beyond repair will not be submitted until replacement has become necessary to meet immediate requirements. The following list may be taken as a guide to the requirements of officers in hospital or convalescent:—

1 Headdress
1 Greatcoat
1 Jacket
1 Skirt
3 Shirts
1 Tie
1 pair Shoes
2 Suits Underwear
2 pairs Pyjamas and
3 pairs Stockings.

Claims for articles in excess of this scale will not be permitted until their re-provision has become necessary owing to the nature of the claimant's duties.

PART XVI

PACIFIC THEATRE OF OPERATIONS

Japanese Campaign Pay

G.O. 181 / 1945

400. (1) A member of the Canadian Pacific Force shall upon date of departure from Canada and while serving in the Pacific theatre of operations and elsewhere beyond the territorial boundaries of Canada be granted extra pay as follows:

	Daily Rate	
	Other than CWAC	*CWAC*
Officers of the rank of—		
Major and above	$1.00	.80
Captain	.90	.70
Lieutenant and 2nd/Lieutenant	.75	.60
Other Ranks—		
Warrant Officer, Class I	.65	.50
Warrant Officer, Class II	.55	.45
Warrant Officer, Class III; Squadron, Battery or Company Quartermaster-Sergeant; Staff Sergeant	.50	.40
Sergeant	.45	.35
Lance-Sergeant, Corporal and Lance-Corporal	.35	.30
Private Soldier	.30	.25

G.O. 350 / 1945

(2) The above rates of extra pay shall be payable in addition to the regimental or special rate of pay, tradesmen's rates or any other extra pay to which a member of the Force is entitled under these regulations.

(3) The above rates of extra pay shall not be included in computing assignments of pay under Articles 88 and 88B of these regulations.

(Effective 1st June, 1945).

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